

# BIBCO Participants' Manual

## Draft Outline of Component Parts: Progress to Date

10/16/01

*(THIS MANUAL IS BEING ADDED TO AND REVISED CONTINUALLY. PLEASE SEND COMMENTS OR QUESTIONS TO CAROL HIXSON AT [chixson@oregon.uoregon.edu](mailto:chixson@oregon.uoregon.edu))*

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*draft*

# **BIBCO PARTICIPANTS' MANUAL**

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and

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## **A1 Overview**

This manual is intended as an overview of BIBCO policies and practices and a guide to creating high quality monographic records. It is not intended to replace other essential documentation, such as AACR2, MARC21, Core standards, LC Rule Interpretations, classification schedules, subject lists and thesauri, and bibliographic utility input standards. Although information from all these sources is included throughout, this manual frequently refers the user to the more detailed information to be found in the source documents, expecting that BIBCO catalogers will consult them as necessary and keep up with changes to them. Examples herein provided were taken from real-life and were accurate and conformed to standards at the time of completion. The emphasis in the examples is on illustrating principles and options, rather than providing a detailed roadmap of practice.

### **A1.1 Synopsis**

BIBCO is an international cooperative program for online cataloging and is the monographic bibliographic record component of the Program for Cooperative Cataloging (PCC). Participants create cataloging records using mutually agreed upon standards and contribute them to one of the international bibliographic databases (such as OCLC or RLIN). BIBCO members are responsible for contributing records that meet at least Core standards; records that are of a sufficiently high quality that another library could utilize them with little or no review or local modification. Participating libraries may choose to include more than the Core standards require. BIBCO records are readily identified as PCC records and are notable for having:

- all access points supported by internationally available authority records;
- a classification number from an internationally recognized scheme (such as Library of Congress, Dewey, or National Library of Medicine classification); and,
- subject analysis, at the appropriate level of specificity, drawn from one of the internationally recognized thesauri such as LCSH, MeSH, etc.

Membership in the BIBCO Program currently includes the national libraries of the United States and participating public, academic, and research libraries. All independent NACO members of the PCC are invited to join BIBCO.

BIBCO catalogers receive instruction from formally trained, practicing catalogers from PCC member institutions. Because catalogers must first be independent NACO contributors for names and, in the case of OCLC, must also have National Enhance authorization, it is assumed during training that the catalogers already know the tools of the trade and are already producing high quality cataloging. Emphasis is placed on developing judgment and decision-making skills and using internationally accepted standards and tools intelligently. High quality cataloging is defined in terms of timeliness, as well as usability, both to other catalogers and to end users. After BIBCO training, cataloging output is reviewed for a period of time by an experienced BIBCO cataloger, usually from another institution. Once an institution's catalogers are off review, there is no formal Program review process of their records. Other libraries act as an informal, continuous review panel and are encouraged to contact an institution's BIBCO liaison if there is a problem with a Program record. The list of BIBCO liaisons is posted on the PCC Web site at:

<http://lcweb.loc.gov/catdir/pcc>

## **A1.2. Missions, Goals, Objectives**

The primary mission of BIBCO is to increase the timely availability of high quality cataloging records. One goal in support of this mission is to increase the number of libraries that are participating in the Program and contributing to the pool of records. A key objective for increasing participation is flexibility within a foundation of shared standards. By embracing a variety of recognized classification and subject heading standards, and encouraging contributions from varied libraries around the world via the major bibliographic utilities, the Program hopes to make it both cost-effective and attractive for libraries to participate and seeks to increase the utility of the records worldwide. A fundamental feature of this flexibility is that the records are dynamic -- the institution which creates the original record may choose to exceed the Core standards, and other authorized PCC institutions may choose to enrich existing PCC records by adding additional access points, adding subject headings or classification numbers from a different scheme, or adding or expanding notes. The focus of such enrichment is not to attempt to create the fullest possible record but rather to add those notes or access points that the enriching library needs to provide the appropriate access within its collection.

Since BIBCO is a component of the PCC, details relating to its mission, goals, and objectives can be found in the PCC Strategic Plan (<http://lcweb.loc.gov/catdir/pcc/stratplan.html>) and other documents available on the BIBCO Web site (<http://lcweb.loc.gov/catdir/pcc/bibco.html>). Participants are referred to those sites for the most up-to-date policies and strategic plans.

## **A1.3 Chart of BIBCO Members**

(see: <http://lcweb.loc.gov/catdir/pcc/bibcoliaisons.html>)



### **A2.3 Current Focus of BIBCO**

The PCC Standing Committee on Standards continues to develop and revise the standards for all types of records. The Standing Committee on Automation continues to explore automated means to streamline description and content analysis of library materials. The Standing Committee on Training continues to identify both broad and specific training needs for catalogers and to develop documentation and training materials for BIBCO and its supporting programs.

The BIBCO program has evolved beyond the initial focus on Core record standards. Core records are viewed as one important tool at the cataloger's disposal. The emphasis is on providing timely, reliable access to library materials utilizing cataloger's judgment and the full range of tools that the profession and the Program for Cooperative Cataloging can provide.

## A2.4 Cooperative Cataloging

Cooperative cataloging is the sharing of bibliographic and associated records between libraries to reduce duplication of work. It is founded on the concepts that records created by one library for local control of its resources are sufficiently generalizable that another library can make use of them with little or no modification and on the belief that libraries can accomplish much more by working together than they can individually. BIBCO records are created cooperatively; therefore, information in records created by BIBCO members is accepted by other members, unless the information is obviously erroneous. When questions arise, BIBCO catalogers routinely consult with one another to determine the appropriate action. LC makes the final determination about disputed data in records or records disputed in their entirety.

Cooperative cataloging has a long history in the United States. In 1876, Melville Dewey proposed the preparation of a catalog of printed titles for the common use of libraries. The Library of Congress began in 1898 to print its catalog cards and arranged to exchange them with two or three other large libraries. In 1902, LC began distributing its cataloging data to other libraries via the sale of Library of Congress printed cards. (1) From these fledgling efforts to share the intellectual effort involved in cataloging library resources has developed a vast network of cooperative cataloging activity, embodied in international bibliographic utilities such as OCLC and RLIN and through programs such as the Program for Cooperative Cataloging. The databases of records that are now so widely available form the foundation of many other resource-sharing ventures that are becoming increasingly critical to library service.

Cooperative cataloging (or any cooperative venture) depends upon two things to be successful: 1) a set of shared standards and principles and 2) a willingness on the part of the members of the group to contribute as well as to take.

Within the cataloging community, there is a strong foundation of shared standards and principles. MARC coding, widely used since the 1970's, delineates the data elements in a record in such a way to make it possible for libraries to share the records in an automated fashion and to index the data effectively in their local online systems. Other metadata standards are being developed and explored but none has so far been used as extensively or effectively for controlling library resources. Description of library resources within the Anglo-American community (and many countries beyond) is largely achieved through application of the *Anglo American Cataloging Rules*, 2<sup>nd</sup> edition (AACR2), with a long tradition within the United States of looking to the Library of Congress for rule interpretations to the cataloging code. Other countries subscribe to IFLA's ISBD standards; there is a strong commitment within the international cataloging community to harmonize AACR2 and ISBD. There are also shared standards for subject analysis and classification that make cooperative cataloging feasible and cost-effective.

It is the reliance on standards and the perceived cost of adhering to those standards that tempts many library administrators to believe that it is to their library's benefit to limit participation in cooperative ventures to taking, expecting that others will contribute everything they need. Such an approach assumes that libraries have a very high degree of overlap in their collections and that another library will place a similar priority on providing access to the same resources. It also overlooks the reality that, if a sufficient number of libraries were to adopt such an approach, the cooperative venture would die and there would be nothing for any library to take. Recent figures

from one of the world's largest bibliographic databases, OCLC's WorldCat, indicate that over 80% of the records in it have been contributed by member libraries. The question that needs to be asked is: what are the costs of not adhering to standards and not contributing to the cooperative venture? Since American libraries have enjoyed the fruits of a cooperative cataloging environment for many years, it is difficult to say: human beings tend not to appreciate the value of something until it is taken away.

(1) Library of Congress, Cooperative Cataloging Manual, Washington, D.C., United States Government Printing Office, 1944: p. 5-8.

#### **A4.1 Membership Incentives**

What are the principal benefits to libraries of participation in the BIBCO program?

- a ready-made relationship with other like-minded libraries facing similar issues
- being part of a successful cooperative program with the resources and clout to effect needed changes
- an opportunity to participate in establishing priorities and setting cataloging policy at the international level
- an opportunity for service on issue-driven task groups and PCC committees
- access to experts in the field of cooperative cataloging for training, continuing education, advice, and problem solving
- an increased number of bibliographic records that can be utilized in a fast or quick cataloging operation without the need for extensive review
- the opportunity to open dialogues between catalogers and their public-service counterparts about what type of access is needed for library materials
- saving time and money for everyone by increasing the pool of high quality cataloging and authority records that are available for use

What are the principal benefits to catalogers of participation in the BIBCO program?

- access to a group of highly-skilled practitioners to serve as resource people when you have questions or need advice
- the opportunity to hone existing cataloging skills by interaction with some of the very best people in the field
- the opportunity to re-examine local cataloging standards and discuss access needs with local colleagues
- the opportunity to share your expertise widely, produce high-quality cataloging, and save other libraries and catalogers time
- learning about new standards as they are being developed and having a say in the outcome
- learning about new cataloging tools that are being developed and helping to test them
- the opportunity to suggest needed enhancements in training, standards, and automation and to be able to help make them become a reality
- an opportunity for service on issue-driven task groups and PCC committees
- the satisfaction of being part of a successful cooperative program

What are the principal benefits to library users or the cataloging community of the BIBCO program?

- faster access to library materials
- more dependable access to library materials
- a dependable authority record structure to support the bibliographic records

## **A4.2 Criteria for Membership**

To join BIBCO, a library must:

1. Be an active, independent NACO contributor.

Independence in NACO is language specific: catalogers are expected to contribute headings only in languages in which they have proficiency.

2. Comply with the inputting and editing standards of the utilities to which they contribute the records.

In the case of OCLC, because of the master record structure of the OCLC database, a library must first have Enhance status in the formats in which it plans to contribute records. Once BIBCO training has been arranged, the BIBCO Coordinator works with an OCLC staff member to obtain a National Enhance authorization for the library in the appropriate formats. OCLC libraries are expected to follow both the Enhance Training Outline (<http://www.oclc.org/oclc/cataloging/enhance/outline.htm>) and the Guidelines for National Level Enhance Participants (<http://www.oclc.org/oclc/cataloging/enhance/guidelines.htm>)

In the case of RLIN, RLG does not require special authorization of its member libraries to begin contributing BIBCO records. It is expected that a library will undergo BIBCO training and revision before contributing records to the program.

3. Agree to abide by the BIBCO Program Parameters (<http://www.loc.gov/catdir/pcc/bibco/parameters.html>), including AACR2, ALA-LC Romanization tables, Library of Congress Rule Interpretations, and MARC 21 bibliographic formats.

#### **A4.4 The Membership Process**

Active, independent NACO libraries have a standing invitation to join BIBCO. A library need not contribute series NACO records in order to join but its BIBCO contributions in that case will be limited to Core records or to items for which the SARs have already been established. Besides being an independent NACO library, new participants are asked to attend a training class (usually 2-3 days) held at their own institution. The training is tailored to each institution's needs and is presented by a regional BIBCO trainer. Institutions are asked to assume the cost of travel to and from the training site, the expenses for lodging, and the cost of meals for the trainer. Interested libraries must complete a BIBCO application/information form found on the Web at: (<http://lcweb.loc.gov/catdir/pcc/bibcoappl.html>).

##### **A4.4.1 Role of the Library of Congress Cooperative Cataloging Team**

The Library of Congress Cooperative Cataloging Team (LC Coop Team) has responsibility for overseeing and coordinating the BIBCO, NACO, and SACO programs. In addition, it provides train-the-trainer workshops for individuals seeking to become trainers for those programs. Working closely with the PCC Standing Committee on Training, it maintains lists of current and prospective trainers. The LC Coop Team also collects evaluation forms on training sessions and forwards the results to the Chair of the Standing Committee on Training. When an institution expresses an interest in receiving BIBCO training, the LC Coop Team will work with that institution to make sure that the necessary forms are completed, to explain the overall process, and to work with OCLC member institutions and the OCLC Enhance Coordinator to obtain National Level Enhance status, if necessary. The LC Coop Team puts the institution and a probable trainer in contact so that they can work out the logistics and timing for the training. It also prepares the necessary number of BIBCO Training Manuals and ships them to the institution prior to the training.

##### **A4.4.2 Role of the Standing Committees on Training**

The Standing Committee on Training (SCT) is responsible for developing and keeping PCC documentation up to date and providing it to the Library of Congress for distribution. In addition, the SCT is responsible for determining continuing education needs of PCC participants and for working with appropriate organizations and groups to develop and provide continuing education. The SCT works closely with the LC Coop Team and the CONSER coordinator in fulfilling these roles. The Chair of the SCT also works closely with the LC Coop Team in developing lists of current and prospective trainers and in matching up trainers with institutions desiring to become BIBCO participants.

##### **A4.4.3 Role of the PCC Steering Committee**

The Program for Cooperative Cataloging seeks to be a democratic and diverse organization whose mission and goals are determined by its membership. The governance structure (see: <http://www.loc.gov/catdir/pcc/governance.html>) is designed to be flexible to allow for rapidly adapting to the changing needs of the organization and its participants. The Steering Committee makes decisions about new members and also reviews continuing membership for participants whose low production or quality has become a cause for concern.

#### **A4.4.4 Role of the PCC Policy Committee**

The PCC Policy Committee, whose membership includes permanent representation from the British Library, the Library of Congress, the National Library of Canada, OCLC, and the Research Libraries Group, plays an advisory role in the BIBCO membership process. Its responsibilities are to guide the governance of the Program as a whole; to develop, review, and approve long-term strategies, plans, goals, and objectives; to initiate, review, and approve policy in regard to non-technical matters; to devise criteria for membership; to approve the appointments of standing committee chairs; and to review resource implications of technical policy initiatives and other operational recommendations, e.g., establishing task forces, etc.

#### **A4.4.5 Role of the Bibliographic Utilities**

OCLC requires BIBCO participants to be Enhance members first (see: <http://www.oclc.org/oclc/cataloging/enhance/outline.htm>) and then to have National-level Enhance (see: <http://www.oclc.org/oclc/cataloging/enhance/guidelines.htm>) status before being authorized as BIBCO contributors. Enhance applicants send a set number of records with their application in each separate format. Once the application in a given format is accepted, a review of enhanced records commences until a full set complies with the guidelines for Enhance procedures. At their April 1999 meeting the BIBCO Operations Committee asked if some of these requirements could be streamlined. OCLC responded with a restatement of its policies on Record evaluation procedures for OCLC Enhance participants. The PCC strongly endorses OCLC's position in this matter.

RLG does not require any special training or authorization of its members in order for them to contribute BIBCO records, beyond the PCC requirements. It is assumed that RLG institutions have provided training to their catalogers to enable them to contribute bibliographic records which meet the requirements of the PCC.

#### **A4.4.6 Role of the Local BIBCO Liaison**

The BIBCO liaison in a library is to act as the point person at his/her institution. Local BIBCO liaisons are expected to function at the operational level in the institutions they represent so that they are able to contribute fully to discussions on technical matters such as cataloging rules and rule interpretations, MARC formats, and other cataloging-related issues. Each institution defines the full range of activities of its BIBCO liaison. Ordinarily, the local BIBCO liaison is responsible for gathering and inputting statistics to the PCC statistics web form on a monthly basis and sending them to the Secretariat. The BIBCO liaison is expected to respond in a timely fashion to queries from other BIBCO member libraries regarding records that the liaison's library has created or upgraded. This individual is also eligible for selection, on a rotational basis, to represent his/her institution on the BIBCO Operations Committee.

#### **A.4.4.7 Role of the BIBCO Operations Committee**

The BIBCO Operations Committee is composed of ten representatives from BIBCO libraries, as well as the BIBCO Coordinator at the Library of Congress, and OCLC and RLG liaisons. The

three Standing Committee chairs also attend Operations Committee meetings. The Committee is responsible for maintaining efficient and effective BIBCO activity locally and across the Program, reviewing operational procedures and suggesting changes, assisting with the development and maintenance of documentation through the review of proposed and existing documentation in conjunction with the Standing Committee on Training, and contributing to the development of standards by reviewing and commenting on proposed changes to rules, rule interpretations, MARC formats, or other standards in conjunction with the Standing Committee on Standards. The BIBCO Operations Committee serves as a resource for prospective, new, and continuing BIBCO members. It keeps BIBCO members and potential members informed of current developments that have potential impact on BIBCO policies through communication with the BIBCO Coordinator and through posting notices to appropriate discussion lists. Operations Committee representatives are responsible for interacting with the PCC Standing Committees on Standards, Automation, and Training.



### **A4.5.1 Authorization**

In order to contribute records as BIBCO records in one of the utilities, participants must have the proper authorization. Regardless of the method of contribution, all BIBCO contributors must first undergo training and review (see A4.5.3 and A4.5.4).

Those libraries planning to contribute via OCLC must request a national-level Enhance authorization via an OCLC authorization request form. This authorization will allow the new member to update and replace even national-level records on OCLC. To request national-level Enhance authorization, members should contact their regional network or Jay Weitz at OCLC (800-848-5878; email: [weitzj@oclc.org](mailto:weitzj@oclc.org)). Before granting the authorization, OCLC staff will confer with the BIBCO Coordinator to verify that the library has received or is about to receive the necessary training. OCLC participants who are already authorized for Regular Enhance for a specific format will then be upgraded to National Enhance in the same format without further evaluation. Those who are not already Enhance participants will need to complete the usual Enhance evaluation. It should also be noted that each bibliographic format requires a separate Enhance evaluation. OCLC BIBCO participants are also expected to follow the *Enhance Training Outline and Guidelines for National-Level Enhance Participants*.

RLG members who have undergone BIBCO training may begin to code as “pcc” those records that meet the standards without needing to receive a new authorization from RLG. RLG does caution its members that, if they derive from a BIBCO record and add, delete, or change existing information to meet their local needs, but they are not BIBCO participants, they need to add the 040 \$d and delete the 042 field in their copy of the record.

## A4.5.2 BIBCO Documentation

Participants are expected to use the most current edition (including updates where applicable) or Cataloger's Desktop, when available, of the following publications. Some documentation may be available exclusively in print or electronic form. Participants are expected to consult the issuing agencies for information on how to obtain the most current documentation.

### Descriptive Cataloging and Authorities

- *Anglo-American Cataloguing Rules*
- *Approved Core Record Standards*, available on the BIBCO Web Site (<http://lcweb.loc.gov/catdir/pcc/bibco.html>)
- *BIBCO Training Manual*
- BIBCO Web Site (<http://lcweb.loc.gov/catdir/pcc/bibco.html>)
- *Library of Congress Rule Interpretations*, 1990. Updates issued quarterly.
- *MARC 21 Format for Authority Data*, 1999 (<http://lcweb.loc.gov/marc/authority/ecadlist.html>)
- *MARC 21 Format for Bibliographic Data*, 1999. (<http://lcweb.loc.gov/marc/bibliographic/ecbdlist.html>)
- *NACO Participants' Manual*

### Classification and Subject Analysis

Because BIBCO participants may utilize any classification or subject heading scheme authorized by the *MARC 21* formats, catalogers should consult the printed and online documentation available for the different schemes when creating or upgrading bibliographic records.

Those participants using LCSH and LC Classification are expected to adhere to the principles and policies for its application and formulation as stated in current documentation issued by LC.

- *Library of Congress Classification Schedules*

- *Subject Cataloging Manual : Subject Headings*
- *Subject Cataloging Manual : Classification*
- *Free-Floating Subdivisions : An Alphabetical Index 12th ed.*
- *SACO Participants' Manual*
- SACO Web site (<http://www.loc.gov/catdir/pcc/saco.html>)

Those participants using MeSH and NLM classification are expected to adhere to the principles and policies for its application and formulation as stated in current documentation issued by the National Library of Medicine.

- *NLM Classification*
- *NLM Classification Fact Sheet*
- (<http://www.nlm.nih.gov/pubs/factsheets/nlmclassif.html>)
- *MeSH*
- *MeSH, Annotated Alphabetic List*
- *MeSH Tree Structures*
- *Permuted MeSH*
- *Application of MeSH for Medical Catalogers*  
(<http://www.nlm.nih.gov/tsd/cataloging/catmesh.html>)
- Medical Subject Heading Web site (<http://www.nlm.nih.gov/mesh/meshhome.html>)

## **OCLC Documentation**

- OCLC cataloging documentation is available on the OCLC Web site at:  
(<http://www.oclc.org/oclc/cataloging/documentation.htm>)
- The *Enhance Training Outline* must be applied by OCLC members contributing BIBCO records via OCLC: (<http://www.oclc.org/oclc/cataloging/enhance/outline.htm>)
- *Guidelines for National Level Enhance Participants* must be applied by OCLC members contributing BIBCO records via OCLC:  
(<http://www.oclc.org/oclc/cataloging/enhance/guidelines.htm>)

## **RLIN Documentation**

- RLIN cataloging documentation is available on the RLIN Information Center Web site at:  
(<http://www.rlg.org/ric/ric.html>)

### **A4.5.3 Initial Training**

New participants are asked to attend a training class (usually 2-3 days) held at their own institution. The training is tailored to each institution's needs and is presented by an authorized BIBCO trainer. The LC Cooperative Cataloging Team (LC Coop Team), in consultation with the Chair of the Standing Committee on Training, identifies an available BIBCO trainer. Because institutions are asked to assume the cost of travel to and from the training site, the expenses for lodging, and the cost of meals for the trainer, the LC Coop Team tries to identify someone from a nearby geographic area in order to reduce travel costs.

It is not necessary to have additional training in order to contribute records to BIBCO in the non-book formats or for materials in non-roman languages. However, if a library is an OCLC member, that library must first have Enhance status and must also apply for National level Enhance status in that specific format before proceeding to contribute records to BIBCO in that format. There is no equivalent requirement for RLG members. However, it is assumed that RLG institutions have provided training to their catalogers to enable them to contribute bibliographic records in the non-book formats which meet the requirements of the PCC.

Once a trainer has been designated, it becomes the trainer's responsibility to discuss specific training needs and expectations with the institution. The timing of the training, number of attendees, specially-tailored content, the classroom logistics, and the review process following training are usually negotiated between the hosting institution and the trainer.

Once a BIBCO workshop is scheduled, catalogers at the host institution are usually asked to fill in a Pre-Training Cataloger Survey (<http://lcweb.loc.gov/catdir/pcc/catsurvey.html>) to help the trainer develop a sense of the catalogers' familiarity with the PCC, areas of cataloging expertise, and specific cataloging interests. This cataloger survey is sent directly to the trainer.

#### **A4.5.4            Review**

##### **A4.5.4.1           Background:**

One of the criticisms of past cooperative programs was the fact that they involved lengthy and cumbersome review processes that placed little emphasis on cataloger judgment. The BIBCO program places a high premium on cataloger judgment and having libraries become independent contributors as quickly as possible. Nevertheless, it is recognized that there must also be a review process to give credibility to Program records. The following guidelines are intended to assist reviewers and reviewees in understanding the expectations and the mechanisms of review.

##### **A4.5.4.2           Assumptions:**

1. The library being trained will designate a contact person who will serve as the last line of review before forwarding records to the BIBCO trainer/reviewer. This person should be in a position to articulate and comment on institutional policy;
2. Generally, the trainer will review the work of the library he/she trains;
3. The trainer/reviewer will take into consideration the institution's local policies:
  - what are the policies for series, i.e. has the library been trained to contribute SARs via NACO? What are the local treatment decisions and how will they impact PCC contribution?
  - what are the policies for Program records? Core level? Full level? If they create both, what are the criteria for applying the different standards? Who makes the decision (the institution? the various units within the institution? the individual cataloger?)
  - what are the policies for the use of notes, subject headings and added entries?
  - what classification system is being used?
  - what other local practices will influence decisions made in creating Program records?
4. A Library will be considered a BIBCO library with the successful completion of the review.

##### **A4.5.4.3           Review process:**

1. Arrangements for review will be made on a case-by-case basis in consultation with the library, the trainer/reviewer, the PCC Secretariat and the utility. Method for review will be dependent upon the library's method of contribution.
2. Generally, a library would be expected to submit approximately 20 records per cataloger for review over a period of time. Therefore, a library with 6 catalogers could expect to submit approximately 120 records for review. Records will normally be reviewed prior to their contribution to the utility. It is expected that the review period will follow immediately after the training, and be completed in a timely fashion. After the review period, it is the institution's responsibility to maintain the quality of its records.

3. Responsibilities of the library under review are to:
  - Provide reviewer with access to records prior to their contribution to the shared database(s) by means of faxed copies, access to local systems, or access to the institution's utility account
  - Respond to reviewer's questions promptly
  - Make corrections to records noted by reviewer
4. Responsibilities of the reviewer are to:
  - Provide timely feedback so that local workflows or contribution of records to the shared database are not adversely affected. The review of records will usually take place within 2 to 3 working days. It is the reviewer's responsibility to notify the institution if a longer time period is necessary.
  - Report serious cataloging errors to the institutional contact
  - Consult with the library and the PCC Secretariat if problems persist in order to determine if additional training is necessary
5. After notification from the reviewer, the PCC Secretariat will notify a library that it has successfully completed the review process and is independent. If there are disputes between the reviewer and the library, they will be resolved by the Secretariat

#### **A4.5.4.4          Criteria for evaluation:**

1. Are the standards being applied correctly?
  - appropriate encoding level
  - 042 present
  - all access points represented in the national authority file (NAF and SAF)
  - a standard classification number present in bibliographic record for formats which require one
  - all mandatory fixed and variable fields present
  - descriptive cataloging follows AACR2 and LCRIs
  - enhancements to existing records meet input standards of the utility
  - enhancements to existing records meet Program standards

#### **A4.5.4.5          Reinforcement of PCC goals:**

1. Keep in mind/reinforce the PCC goals of timely access and cost effectiveness
2. Keep in mind/reinforce PCC values and reliance on cataloger judgment.
  - Answers to catalogers' questions should be framed in terms of the individual institution's policies and priorities, within the context of the Program.
  - Modifications to existing records should be made to meet local needs or to correct errors rather than to attempt to make a "perfect" record





#### **A4.5.5 Statistics**

The PCC Secretariat at the Library of Congress is responsible for compiling and posting the statistics for each of the BIBCO libraries on a monthly basis. However, each BIBCO library is responsible for collecting and reporting statistics to the Secretariat.

The current method of reporting statistics involves completing a Web form. When a library becomes a BIBCO participant, the LC Coop Team creates a reporting page for the institution and sends instructions for accessing and filling in the form. Each institution submits one statistics report each month by filling in the Web page as early in the next month as possible. The LC Coop Team runs a program around the 15th of each month to collect the statistics and then displays them on the centralized Web page (<http://www.loc.gov/catdir/pcc/stats/stats.html>). If an institution misses reporting before the 15th, the Coop Team will send a reminder and will list a zero for the institution for that month. The BIBCO Liaison may contact someone from the Coop Team to have the numbers adjusted or the institution may simply add the missing statistics to the next month's report. Every BIBCO member library should review the online statistics display for accuracy throughout the year. Technical or data accuracy problems should be reported to the Coop Team.

Statistics for each institution are collected in the following categories:

- New Full Program Records (this means any record regardless of format which is new to the BIBCO Program, whether it is an original record or has been upgraded from existing copy).
- New Core Program Records (this means any record regardless of format which is new to the BIBCO Program, whether it is an original record or has been upgraded from existing copy).
- LC Bib File Maintenance (applies only to libraries working within the LC database)

#### **A4.6 Review of Continuing Membership**

Unlike the CONSER program, there is no formal review process for continuing membership in BIBCO. However, there is an expectation that institutions will participate actively in BIBCO and its supporting programs, within the context of local staffing and cataloging needs. The LC Secretariat will identify institutions whose low production or quality becomes a cause for concern, bringing these concerns to the attention of the PCC Steering Committee. After review of the institution's performance, the Steering Committee will, if appropriate, ask the Secretariat to initiate a six month review of the member institution's contributions with appropriate notification to the institution under review. Following the initial six-month review period, the Steering Committee will evaluate the status of the member institution's activity to ascertain if improvement, i.e., increased production levels, has been demonstrated. Should the Steering Committee deem it necessary, it may initiate an additional six-month review period. If the desired improvement has not been realized after this second six-month review, the chair of the Policy Committee will notify the institution that its membership in the PCC has been concluded.

##### **A4.6.1 Quality of records**

New participants agree to have their records reviewed for compliance to the established guidelines following the BIBCO training. The duration of the review period will be determined by the reviewer in consultation with the institution's BIBCO liaison and/or the BIBCO Coordinator. Following the initial training and review, there is no formal review process of an institution's records. The individual institution is expected to monitor the ongoing quality of its contributions and to respond promptly to questions from other libraries about their records. BIBCO participants agree to maintain open lines of communication with other PCC partners and especially with other BIBCO members in an effort to encourage the precept that the responsibility for maintaining the integrity of Program records is shared by all participants.

##### **A4.6.2 Volume of Activity**

There is no predetermined volume of activity for BIBCO libraries. BIBCO participants are not required to designate all their cataloging as BIBCO records (042 = pcc), nor to designate some percentage of their BIBCO contributions as Core. BIBCO institutions do agree to make available in a timely manner their BIBCO designated bibliographic records (042=pcc) via the bibliographic utilities.

##### **A4.6.3 Type of Activity**

As members of BIBCO, participants may contribute bibliographic records for monographs in any format to the national databases. In support of BIBCO bibliographic records, it is expected that BIBCO libraries will contribute NACO records, as needed. Those libraries using LCSH are also encouraged to contribute SACO proposals (see B1.6.1). BIBCO libraries also participate in the development of standards.

##### **A4.6.4 Participation**

BIBCO institutions agree to appoint a BIBCO liaison who is then eligible for rotational assignment to the BIBCO Operations Committee (see also A4.4.7). This includes providing institutional support, at minimum the time necessary, for the individual to attend the Committee's annual meeting and to participate in BIBCO undertakings. In addition, each institution is asked to contribute to the annual report for the program each year by submitting a summary of its activity in the program for the previous year.

## **A5. PCC Governance Document: Management and Meeting Structure**

### **A5.1 Introduction**

The Program for Cooperative Cataloging (PCC) is an international effort aimed at expanding timely access to materials in libraries' collections. The program seeks to increase the timely availability of unique records created and maintained under mutually-acceptable standards; to facilitate the cost-effective creation and use of these records; and to provide leadership in the information community. The PCC supports the creation and dissemination of bibliographic and authority records, including names, subjects, and series.

#### **A5.1.1 Component Programs and their Membership**

##### **A. BIBCO**

Membership Levels:

- Full (voting)

- Affiliate (non-voting)

As members of BIBCO, participants contribute bibliographic records for monographs in all formats to the national databases and participate in the development of standards. An individual institution may join this program, or a group of libraries with a common interest may form a funnel project to contribute via a coordinator who will represent the funnel participants. For-profit organizations participate in BIBCO at the Affiliate level.

##### **B. CONSER**

Membership Levels:

- Full (voting)

- Associate (non-voting)

- CONSER Enhance (non-voting)

- Affiliate (non-voting)

As members of CONSER, participants contribute bibliographic records for serials in all formats and participate in the development of serial standards. Full and Associate members authenticate CONSER records and maintain the CONSER database; Enhance and Affiliate members contribute to the maintenance of CONSER records. An individual institution may join this program, or a group of libraries with a common interest may form a funnel project to contribute via a coordinator who will represent the funnel participants. For-profit organizations participate in CONSER at the Affiliate level.

##### **C. NACO**

Membership Levels:

- Full (voting)

- Affiliate (non-voting)

As members of NACO, participants contribute authority records to the national authority file. An individual institution may join this program, or a group of libraries with a common interest may

form a funnel project to contribute via a coordinator who will represent the funnel participants. For-profit organizations participate in NACO at the Affiliate level.

#### **D. SACO**

Membership Levels:

Affiliate (non-voting)

As members of SACO, participants contribute proposals for subject headings to LCSH and classification numbers to LC Classification. SACO-only participants are represented by the Secretariat.

#### **A5.2 Governance**

The Program for Cooperative Cataloging seeks to be a democratic and diverse organization whose mission and goals are determined by its membership. The governance structure will be flexible to allow for rapid adaptation to the changing needs of the organization and its participants. Guiding the PCC is the Policy Committee. The Steering Committee works with the Library of Congress, which serves as Secretariat, to manage the Program. Operations Committees for BIBCO and CONSER and three Standing Committees on Automation, Standards, and Training complete the PCC governance structure. Revisions to the existing governance structure will be made by the Secretariat at the direction of the Policy Committee.

### **A5.2.1 Policy Committee**

#### **A. Composition**

The Policy Committee will be composed of thirteen voting, plus 6 non-voting members.

Voting members:

Permanent:

One representative each from:

British Library

Library of Congress

National Library of Canada

OCLC

Research Libraries Group

Rotating:

Representatives from full, active participants in:

BIBCO (3)

CONSER (3)

NACO (2)

Non-voting members:

Five committee chairs

Representative from the Secretariat

Voting members will be limited to policy level personnel. The term of office for rotating members will be staggered three-years terms. If a member cannot complete a term the Steering Committee will appoint a representative to complete that term. Members will serve no more than two consecutive terms.

#### **B. Chair and Chair-Elect.**

The Chair and Chair-Elect of the Policy Committee will be elected by the members of the Policy Committee. BIBCO and/or CONSER institution representatives will be eligible for election as Chair.

The Chair will serve one year, to commence 1 October. If the Chair cannot serve out his or her term, the Chair-Elect will serve the remainder of the term, plus his or her own term. The Policy Committee will immediately elect a new Chair-Elect.

The Chair-Elect will be elected at the beginning of the Chair's tenure and will serve one year as Chair-Elect and one year as Chair.

## **C. Responsibilities and Meeting Structure**

The responsibilities of the Policy Committee will be to guide the governance of the Program as a whole; to develop, review, and approve long term strategies, plans, goals, and objectives; to initiate, review, and approve policy in regard to non-technical matters; to devise criteria for membership; to approve the appointments of standing committee chairs; and to review resource implications of technical policy initiatives and other operational recommendations, e.g., establishing task forces, etc.

The Policy Committee will meet once a year in one or two full day sessions, usually in the fall. Reports of Policy Committee meetings will be distributed to PCC participants and liaisons from other organizations.

### **A5.2.2 Steering Committee**

#### **A. Composition**

The committee will be composed of five members: three permanent members representing the Library of Congress, OCLC, and the Research Libraries Group; and the Chair and Chair-Elect of the Policy Committee. The Chair of the Policy Committee will also serve as Chair of the Steering Committee. The Secretariat's representative will serve in a non-voting capacity on the Steering Committee.

#### **B. Responsibilities and Meeting Structure**

The Secretariat will forward membership applications to the Steering Committee, with its recommendation for approval or disapproval. The final decision will rest with the Steering Committee, which will inform the Policy Committee of its decision. The Steering Committee will poll Committee representatives and other members in regard to important issues that arise between regularly scheduled meetings and make decisions, as appropriate; direct the strategic planning process for the Program; and seek and manage resources in support of Program goals.

The Secretariat will identify institutions whose low production or quality becomes a cause for concern, bringing these concerns to the attention of the Steering Committee. After review of the institution(s) performance, the Steering Committee will, if appropriate, ask the Secretariat to initiate a six month review of the member institution(s) contributions with appropriate notification to the institution under review. Following the initial six-month review period, the Steering Committee will evaluate the status of the member institution(s) activity to ascertain if improvement, i.e., increased production levels, has been demonstrated. Should the Steering Committee deem it necessary, it may initiate an additional six-month review period. If the desired improvement has not been realized after this second six-month review, the chair of the Policy Committee will notify the institution that its membership in the PCC has been concluded.

The Steering Committee will meet three times a year for approximately two or three hours. These meetings will be held in conjunction with ALA conferences and annual Policy Committee meetings.

Minutes will be distributed to Steering Committee members only; reports of action items will be sent to Policy Committee members as appropriate.

### **A5.2.3 BIBCO Operations Committee**

#### **A. Composition**

The BIBCO Operations Committee will be composed of ten representatives from BIBCO libraries, the BIBCO Coordinator at the Library of Congress, and OCLC and RLG liaisons. The three Standing Committee chairs will attend committee meetings and receive information distributed to BIBCO operations representatives. The BIBCO Coordinator at the Library of Congress will select the BIBCO operations representatives who will serve on a rotating basis for two year terms in a manner that will ensure that the Operations Committee membership reflects the diversity of the Program and that all BIBCO institutions will have an opportunity to participate in the work of the Operations Committee.[1]

#### **B. Membership**

Each BIBCO institution will identify a BIBCO operations representative, who will be eligible for selection as a member of the Operations Committee. Operations representatives will serve as BIBCO liaisons within their own institutions. They must function at the operational level in the institutions they represent so that they are able to contribute fully to discussions on technical matters such as cataloging rules and rule interpretations, MARC formats, and other cataloging-related issues.

#### **C. Responsibilities**

The committee will be responsible for maintaining efficient and effective BIBCO activity locally and across the Program; reviewing operational procedures and suggesting changes; developing and maintaining documentation. It will contribute to the development of standards by reviewing and commenting on proposed changes to rules, rule interpretations, MARC formats, or other standards in conjunction with the Standing Committee on Standards. It will keep Program members informed of current developments that have potential impact on Program policies through communication with the BIBCO Coordinator and notices to appropriate discussion lists.

#### **D. Meeting Structure**

The BIBCO Coordinator will serve as the Chair of the Operations Committee. BIBCO Operations Committee meetings will be held annually, generally in the spring, at the Library of Congress in conjunction with the annual meetings of the CONSER Operations Committee to facilitate joint discussion. The focus of these meetings will be to review changes to standards or documentation, to resolve issues relating to cataloging, and for the purpose of ongoing training.

All BIBCO representatives, chairs of the PCC Standing Committees, OCLC and RLG liaisons, and appropriate LC staff will be invited to attend.

Reports of meetings will be distributed to PCC members and liaisons from other organizations.

For further detail on the PCC structure and governance see:

<http://www.loc.gov/catdir/pcc/governance.html>





## A.6 Bibliography of Writings on the PCC

Bowen, J. B. (1998). Creating a culture of cooperation. *Cataloging & Classification Quarterly*, 26(3), 73-85

The Program for Cooperative Cataloging (PCC) has aroused controversy by promoting the value of cataloger judgment in its BIBCO program. Because this issue at times eclipses broader discussions about the PCC, it is useful to revisit some long-term values and issues in cooperative cataloging to gain a better understanding of the Program. The PCC is attempting to find realistic approaches to the issues of cost effectiveness and local flexibility while continuing to address the professional values that have historically motivated cooperative cataloging. Participating in the PCC can allow catalogers to reconcile their professional goals with the financial realities of their local institutions.

Calhoun, K. S. and Boissonnas, C. M. (1998). BIBCO: a winning proposition for library users and staff. *Library Acquisitions: Theory and Practice*, 22(3), 251-255.

Cato, A. (1996) Working Group on the Core Bibliographic Record for Music and Sound Recordings. *Fontes Artis Musicae*, 43 (Apr./June '96), 208-209

Cato, A. (1997) Working groups: core bibliographic record for music and sound recordings. *Fontes Artis Musicae*, 44 (Apr./June '97), 188.

The core bibliographic record for music and sound recordings. (1998) *Fontes Artis Musicae*, 45 (2), 139-151.

Cromwell, W. (1994) The core record: a new bibliographic standard. *Library Resources & Technical Services*, 38 (Oct. '94), 415-424.

Czeck, R. L. H., Icenhower, E., and Kellsey, C. (2000). PCC core records versus PCC full records: differences in access? Program for Cooperative Cataloging at the University of Colorado Libraries. *Cataloging & Classification Quarterly*, 29(3), 81-92.

Using a set of bibliographic records from the OCLC database, records meeting PCC core standard are compared with those meeting PCC full standard. Significant statistical differences are derived for occurrence of specific name and subject access points in core and full records. Implications for OPAC access may inform libraries' policies regarding incorporation of core records in copy cataloging procedures.

Fetch, D. (1999) Core records as copy: a report from the ALCTS CCS Copy Cataloging Discussion Group. *Library Collections, Acquisitions, and Technical Services*, 23 (1), 108-110.

Gardner, S. A.. (2000) A proposal for core level map cataloging: brief records may be best. *Nebraska Library Association Quarterly*, 31(4), 31-35.

Hirons, J. and Schottlaender, B. (1997). The CONSER/PCC evolution. *Serials Librarian*, 32 (1/2), 95-105.

[Also published in : *Cataloging & Classification Quarterly*, (1997) 24 (3/4), 37-46.]

In October 1997, the CONSER Program will join the Program for Cooperative Cataloging (PCC). Hirons and Schottlaender discuss the developments that led up to the consolidation, the new vision for the combined program as expressed in a set of principles, and the benefits to each program. They also examine the potential for change in CONSER and PCC inherent in the acceptance of the principles.

Hixson, C. (2001) Core cataloging for serials: an administrative perspective. *Serials Review*,

The development of core standards in the cooperative cataloging environment are briefly discussed, particularly as they apply to serial cataloging. Reasons why administrators and catalogers often react differently to local implementation of the standards are explored and approaches to increase their acceptance and usefulness are suggested.

Hyslop, C. F. (1996). The Program for Cooperative Cataloging. *From Catalog to Gateway*. Supplement no. 8 to the *ALCTS Newsletter*, 7(4), A-D.

Also available: <http://lcweb.loc.gov/catdir/pcc/hyslop1.html> [Accessed 2/27/2001].

Hyslop, C. F. (1997). Highlights of the Program for Cooperative Cataloging: the core record and consolidation of CONSER and PCC. *From Catalog to Gateway*. Supplement no. 11 to *ALCTS Newsletter* 8(4), A-D.

Ivany, J. (1998). Cooperative cataloging organizations merge. *OCLC Newsletter* 233 (May/June), 12-13.

Also available: [http://www.oclc.org/oclc/new/n233/mem\\_coop\\_cat\\_merge.htm](http://www.oclc.org/oclc/new/n233/mem_coop_cat_merge.htm) [Accessed 2/27/2001].

Jones, W. (2000) Gimme a C! MIT's experience with core cataloging of serials. *The Serials Librarian*, 37 (3), 41-51.

Describes the process on the implementation of core-level cataloging of serials at MIT Libraries in Cambridge, Massachusetts. Benefits gained by MIT in adopting serials cataloging; Need for adopting serial cataloging in libraries; Distinction of core-level cataloging with other levels of cataloging; Parts of a serial catalog record and its components.

Kelley, S. L. and Schottlaender, B. (1996) UCLA/OCLC Core Record Pilot Project: preliminary report. *Library Resources & Technical Services*, 40 (July '96), 251-260.

Lange, H. R. (1998). Creating core records for federal documents: does it make a difference? *Cataloging & Classification Quarterly*, 26(3), 87994.

Over the past 18 months, Colorado State University Libraries has used the Library of Congress inspired Program in Cooperative Cataloging's (PCC) core record standard when cataloguing non depository and pre-1976 federal documents. Although they are not a PCC member, and so not involved in its Bibliographic Record Cooperative Program (BIBCO) it began experimenting with this standard as a means to facilitate a more efficient way of cataloguing US federal documents. Describes the Libraries' decision to use the core standard, describes the core cataloguing standard, noting especially PCC's emphasis on the importance of the cataloguer's judgment in applying the standard and comments on the Libraries' use and assessment of core cataloguing.

Lindlan, K. (2001) Serials cataloging guidelines at the University of Washington Libraries. *Serials Review*,

Liu, W. (1998) An introduction to the core-level record. *Journal of East Asian Libraries*, 116 (Oct. 1998), 41-48

Maurer, M. B. (1999). Why the Program for Cooperative Cataloging (PCC) core records change copy cataloging. *Serials Review*, 26(2), 94-97.

OCLC. (1996). Technical bulletin 213: Program for cooperative cataloging. Also available: <http://www.oclc.org/oclc/tb/tb213/tb213.htm> [Accessed 2/27/2001].

Program for Cooperative Cataloging BIBCO Home Page (2001). Washington, DC: Library of Congress Program for Cooperative Cataloging.

Available: <http://www.loc.gov/catdir/pcc/bibco.html> [Accessed 2/27/2001].

Robare, L. P. (1999) Core records as copy: a report of the ALCTS CCS Copy Cataloging Discussion Group, American Library Association Annual Conference, Washington, D.C., June 1998. *Technical Services Quarterly*, 17 (1) , 47-49.

Schiff, A. L. (1999). Special libraries and the program for cooperative cataloging. *Information Outlook*, 3(10), 14.

Schuitema, J. E. (1998). Demystifying core records in today's changing catalogs. *Cataloging & Classification Quarterly*, 26 (3), 57-71.

The core record standard for books was developed in 1993 under the auspices of the Cooperative Cataloging Council (CCC). Even though core record standards for other formats continue to be developed by CCC's successor, the program for Cooperative Cataloging (PCC) and core records have begin to make their presence known in the bibliographic utilities, there remains a certain amount of wariness surrounding the utility of this new cataloging tool. This paper attempts to introduce the core record concept and to explore issues associated with the implementation of core-level cataloging.

Shadle, S. C. (2001) The Core serial record: where can it save time? *Serials Review*,

Serial cataloging record levels (CONSER minimum, core, and full) are discussed and applied in the original cataloging of two serial titles held in the University of Washington Libraries' collection. Specific differences in the resulting MARC records are discussed and those differences that resulted in a significant time savings are identified. This type of analysis can be used to help inform local serials cataloging policy.

Shen, M. (1997). PCC Core records and how to identify them. *TechKNOW*, 3(4).

Shen, M. and Kreider, L. (1999). PCC Core records – some history and practice. *TechKNOW*, 5(3).

Smith, V. T. (1998). Core records: is this the answer to cooperative cataloging? *Journal of Educational Media & Library Sciences*, 36(2), 143-161

Reviews the historical background to the development of core records standards as a means of defining a limited set of data elements essential to the cooperative use of a given set of cataloguing records. The core record standard developed for the USA by the Program for Cooperative Cataloging (PCC) requires that all core records must have a nationally recognized classification number (Library of Congress, Dewey Decimal Classification or National Library of Medicine (NLM) number) and must have all access points supported by authority records in national authority files (name, subject headings, thesauri). In 1997, the PCC and CONSER joined their operations to become a single unit. Concludes with details of the Core Record Pilot Project, at California University at Los Angeles (UCLA) in which it was shown that: cataloguer productivity increased 8.5-17 per cent; full records received 26 per cent more subject headings and 36 per cent more name headings by using core records. Other core record standards under development include: Computer Files Core Record; Core Record for Descriptive Cataloging of Rare Books; IAML's UNIMARC core record for music materials; the Visual Resources Association's standard; and the Electronic Access to Medieval Manuscripts Project.

Swanekamp, J. (1998). The changing cataloging culture: what do we mean when we talk about cataloger values? *Cataloging & Classification Quarterly*, 26(3), 51-55.

The Library of Congress inspired Program for Cooperative Cataloging (PCC) Standing Committee on Training was charged with the development of a training model to support the Program, promote the values of timely access and cost effectiveness in cataloguing, and to expand the pool of cataloguers who catalogued to mutually accepted standards. Describes the training philosophy developed by the Standing Committee on Training and adopted by the Program. The training model assumes that it is important to maintain an adequate supply of original cataloguing; to accept the concept of a national cataloguing standard; to increase acceptance of cataloguing copy; to avoid duplicative cataloguing; and to increase the timeliness of the contribution to national cataloguing databases.

Tabb, W. (1997). The program for cooperative cataloging: mission, goals, and potential for international cooperation. *International Cataloguing and Bibliographic Control*, 26(4).

Available: <http://www.loc.gov/catdir/pcc/tabbpaper.html> [Accessed 2/27/2001].

Thomas, S. E. (1996). The core bibliographic record and the Program for Cooperative Cataloging. *Cataloging & Classification Quarterly* 21 (3/4), 91-108.

The Program for Cooperative Cataloging seeks to increase the availability of unique records created in a decentralized fashion by a network of libraries according to mutually acceptable standards. A critical element in achieving its mission is the core bibliographic record, a cataloging record that embodies the principles of usefulness, cost-effectiveness, and dynamism. The PCC intends that Program records, full or core, represent acceptable bibliographic control such that record "tweaking" at the local level is minimized. Emphasis is on essential description and on the development of trust in others' bibliographic records, obviating the need for expensive revision and leveraging scarce cataloging resources for grappling with an expanding universe of challenges.

*Towards a new beginning in Cooperative Cataloging.* Washington, DC: Library of Congress, Cataloging Distribution Service, 1994.

Documents the early plans and achievements of the Cooperative Cataloging Council (now called the Program for Cooperative Cataloging) -- a joint project between LC's Cataloging Directorate and other U.S. libraries from 1992 to the present.

Zyroff, Ellen. (1996) Cataloging is a prime number. *American Libraries*, 27 (May '96), 47-48.

## **A7. Glossary of Terms, Abbreviations, and Acronyms**

**AACR2** - *Anglo-American Cataloguing Rules*, 2nd ed.

**BFM** - Bibliographic file maintenance. BIBCO participants are required to identify bibliographic records in LC's catalog which should be changed as a result of a new or modified NACO record submitted in support of a BIBCO record and to notify their Coop Cat liaison of needed changes. LC staff will perform BFM on those bibliographic records.

**BIBCO** - the monographic bibliographic record component of the Program for Cooperative Cataloging (<http://lcweb.loc.gov/catdir/pcc/bibco.html>)

**BIBCO Coordinator** – The person within the Library of Congress Cooperative Cataloging Team responsible for coordinating the BIBCO Program nationally.

**BIBCO Liaison** – The person responsible for coordinating BIBCO activity at a particular institution, for reporting statistics to the Library of Congress, and for responding to inquiries from other BIBCO libraries about that institution's BIBCO records.

**Cooperative Cataloging Council** – predecessor of the PCC

**Core** - a minimum set of data elements below which the PCC has agreed program records will not go although the standard itself can be used by any library. The core record standard was defined in 1994 by a Task Group appointed by the Cooperative Cataloging Council. Each format has its own set of minimum data elements that has been defined by the PCC Standing Committee on Standards in consultation with specific cataloging constituencies.

**CPSO** - Cataloging Policy and Support Office, LC (<http://lcweb.loc.gov/catdir/cpsol/>)

**Dewey** – Dewey Decimal Classification. One of the possible classification schemes for use in BIBCO records.

**LC** – Library of Congress

**LC Coop Team** – Library of Congress Cooperative Cataloging Team, RCCD. The Team responsible for coordination of the BIBCO, NACO, and SACO components of the Program for Cooperative Cataloging.

**LCC** - Library of Congress Classification. One of the possible classification schemes for use in BIBCO records

**LCRIs or RIs** – Library of Congress Rule Interpretations to AACR2. BIBCO participants are required to follow LCRIs in their authority and bibliographic records.

**LCSH** - Library of Congress Subject Headings. One of the possible schemes of subject headings required in BIBCO records



**MARC** - Acronym for MAchine-Readable Cataloging. It provides the mechanism by which computers exchange, use and interpret bibliographic and related information.  
(<http://lcweb.loc.gov/marc/index.html>)

**MARC21** – The current version of MARC, adopted when the USMARC and CAN/MARC (Canadian MARC) formats were "harmonized" in 1997.

**MeSH** – Medical Subject Headings. Maintained by the National Library of Medicine. One of possible schemes of subject headings required in BIBCO records

**NACO** - Name Authority Cooperative Project (<http://lcweb.loc.gov/catdir/pcc/naco.html>)

**NAF** - National Authority File. Maintained by the Library of Congress and distributed through OCLC, RLIN, and the British Library. In RLIN, “NAF” is the Name Authority File and “SAF” is the Subject Authority File.

**OCLC** – Online Computer Library Center, Inc., one of the two major utilities serving as host to BIBCO records. (<http://www.oclc.org/home/>)

**PCC** - Program for Cooperative Cataloging (<http://lcweb.loc.gov/catdir/pcc/>)

**RCCD** – Regional and Cooperative Cataloging Division, Library of Congress

**RLG** – Research Libraries Group, one of the two major utilities serving as host to BIBCO records (<http://www.rlg.org/rlg.html>)

**RLIN** – Research Library Information Network, now called the RLG Union Catalog

**SACO** - Subject Authority Cooperative Program (<http://lcweb.loc.gov/catdir/pcc/saco.html>)

**SCM** - *Subject Cataloging Manual*. Issued in three sections by LC: *Subject Headings*, *Classification*, and *Shelflisting*

## **B1 Record Content**

### **B1.1 Identification of Program Records**

BIBCO records can be identified by the presence of field 042 with the value “pcc”. In addition, the Cataloging Source Code (008, byte 39) will have value “c,” except in those cases where a Library of Congress record has been upgraded and it remains “blank.” Core records have an Encoding Level (Leader, byte 17) with value “4” and Full records have an Encoding Level with value “blank.”

### **B1.2 008**

The 008 of BIBCO records should follow the guidelines of MARC21 and be fully coded. There is no difference between the coding of the 008 for Full and Core records. When a Core record does not include variable field information that is defined as being optional for Core, it is expected that the presence of such elements will still be recorded in the 008. For instance, if a Core record lacks a 504 note, it is still expected that the value “b” will be recorded in 008, bytes 24-27.

### **B1.3 Bibliographic Description**

Bibliographic description is based on *Anglo-American Cataloguing Rules*, 2nd ed. 1988 revision and its amendments and on related Library of Congress rule interpretations. BIBCO participants agree to follow the LCRIs for all records that they code as BIBCO. When a library’s local needs dictate a practice that is not supported by AACR2 and the LCRIs, it has the option of not contributing the record as a BIBCO record or of modifying the content of the record for its local use only.

## **B1.4 Authority control and headings**

Authority control is the process of determining “the use of consistent names and terminology in the face of pseudonyms, changing names, changing subject terminology, and changing relationships between and among scholarly disciplines, corporate bodies and governmental agencies.”<sup>[1]</sup> Authority control allows individual library users, through one search, to have a high degree of confidence that they have found everything by a particular author or about a particular bibliographic work or about a particular topic that is owned by or accessible through their library. Catalogers determine the predominant or most likely form of a name, title of a work, series, or a topic. They then create an authority record to establish the heading, document its use, and record the permutations or variant forms.

Catalogs under authority control save library users and researchers time. When there is an authority record for a particular name, title, series, or subject, a researcher who has searched under an alternative form will be redirected to the authoritative form. This redirection may be done manually by the researcher after reading a referral generated by the computer, or the online catalog may automatically redirect his search. It is the authority record structure that makes this possible.

Recognizing the value that authority control adds to any catalog, the founders of the Program for Cooperative Cataloging mandated that all headings on Program records would be under authority control and represented by Program-level authority records in shared resource files. This is why a library must first have achieved independent status within the NACO program before it can join BIBCO.

**Prior** to submitting bibliographic records coded as BIBCO (042=pcc, Encoding Level=blank or 4), all access points on the bibliographic record must be supported by Program-level authority records, with three exceptions:

1. Newly-proposed LC subject headings that have been submitted as SACO proposals may be entered on bibliographic records coded as BIBCO before they are approved. If the Library of Congress rejects or modifies the proposed subject heading, the inputting library agrees to modify the bibliographic record in the databases to reflect the LC decision.
2. Series not yet established may be entered as untraced (490 0\_) on BIBCO records that are coded as Core (Encoding Level=4) without a supporting Program-level authority record being created.
3. Sometimes Program-level authority records are not required for uniform titles, even though the rules require the uniform title to be in the record.

### **B1.4.1 Names**

BIBCO catalogers follow AACR2 and the LC Rule Interpretations when establishing a name heading. All personal, corporate, or conference names used as authors or subjects on BIBCO records must be represented by a Name Authority Record in the shared file. If a Program-level

authority record has been established for a name, BIBCO catalogers will use the established form. If needed, they will modify the Name Authority Record (NAR), following the guidelines in the *NACO Participants' Manual*. If there is no NAR, BIBCO catalogers will research the heading and submit one, following the guidelines in the *NACO Participants' Manual*. Like all NACO participants, BIBCO catalogers are still expected to notify the Library of Congress when there is a variant form of a name in the LC catalog so that LC may perform bibliographic file maintenance. This requirement is expected to be discontinued once the LC catalog is capable of performing global changes of headings based on authority records.

#### **B1.4.2 Uniform titles**

BIBCO catalogers follow AACR2 and LC Rule Interpretations when establishing a uniform title heading. Sometimes Program-level authority records are not required for uniform titles, even though the rules require the uniform title (130/240) to be in the record.

An example of this is an instance where a title translated into another language is the same or would normalize to be the same as the title in the original language. According to the *NACO Participants' Manual*, catalogers are required to make uniform title authority records (according to *LC Descriptive Cataloging Manual Z1* p.2 of Intro) when:

- (1) a reference must be traced on that authority record; or,
- (2) special research done to establish that heading must be recorded (Note: In this context the LC manual Official Name Catalog is treated as a reference source; so searches in that catalog should be recorded in the authority record); or,
- (3) the heading is needed for a related work added or subject entry, and the work is not represented in the LC database either by a bibliographic record for the work itself (original or translation) or by an analytical added entry on another bibliographic record; or,
- (4) special information needs to be recorded, e.g., citation title for a law;

When in doubt about the need for a uniform title NAR, BIBCO catalogers should, after consulting AACR2, LCRI, and the *NACO Participants' Manual*, consult with the LC Coop Team.

#### **B1.4.3 Series**

BIBCO catalogers follow AACR2 and LC Rule Interpretations when establishing the form of a series tracing.

It is not necessary to contribute series to NACO in order to join BIBCO; however, it is highly desirable. In order to maintain consistency in the presence and form of series access points in bibliographic records in shared databases, the PCC approved a Program-level tracing practice of "trace." All traced series must be supported by a Program-level series authority record. Therefore, a library that does not contribute series authority records will not be able to contribute Full level bibliographic records containing series that are not already established in the national authority files.

BIBCO participants using the Core record standard(s) should transcribe all series as found on an item. They are exempt from creating series authority records for unestablished series and may code these series as 490 0 on BIBCO records. Untraced series on a Core record need not be supported by a Program-level authority record.

BIBCO participants contributing Full level bibliographic records must comply with the series policies and procedures as stated in the *LC Descriptive Cataloging Manual Z1* supplement to the MARC 21 Authority Format and the LCRIs. The Descriptive Cataloging Manual (DCM) Z1 "yellow pages" 64X Section, dated May 2000, contains the LC/PCC policy on series and follows up with the detailed procedures for creating or modifying the 64X fields. This reflects the LC/PCC Program-level series treatment policy, which should be: "analyzed in full, traced, classified separately." It should be noted that LC or any other PCC library can vary from the default analysis or classification practice for reasons of local needs/preferences/resources. If LC or any other BIBCO library varies from the PCC default classification practice, any resulting analytic record may be a BIBCO record without a "class separately" number also being supplied. However, if an analytic record is created, the "default tracing practice" is mandatory.

The Program-level tracing decision information is given in two fields in the SAR: field 645 (tracing) and, when appropriate, field 642 (form of number in added entry) to ensure consistent access points. The use of the MARC 21 organization code "DPCC" (for the Program for Cooperative Cataloging) in subfield |5 of those two fields indicates that the information applies at the national level. The cataloger is stating both fact and form: the fact that the series is numbered and the form in which that numbering should be recorded in the series access point in the bibliographic record. The "DPCC" code will not be given in subfield |5 in either field 644 (analysis) or field 646 (classification). There is no need to document those decisions at the national level in an SAR since the policy is stated in the 64X section of the yellow pages and since these fields are not related to the form of series access points as are the 642/645 fields.

However, a PCC participant has the option to include its own MARC 21 identification code in treatment fields in SARs it creates to show that it is following the national default decisions or, by exception, is varying from those default decisions in whole or in part. Likewise, a PCC participant has the option to add its local treatment decisions to any SAR created by LC or any other PCC participant if another PCC participant's treatment decisions are not already in the SAR. LC treatment decisions are not to be predicted by PCC participants. BIBCO participants who input records directly into LC's local system must always indicate LC treatment decisions in SARs (even if LC does not yet have an item) in addition to the Program-level tracing decision. They may omit or include their own treatment decisions, using their own MARC 21 organization codes.

#### BIBCO tracing practice

##### **SAR already exists in the Program authority file**

- If SAR was established before September 1989 and LC's 644 has value "f" and LC's 645 has value "n," do not trace the series; code the bibliographic record (either full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR.

- If SAR other than one described in previous category has 645 value “t” with any subfield |5, trace the series and code the bibliographic record (either full or core) as a BIBCO record. Do not add the “DPCC” 642/645 fields to an existing SAR.
- If SAR has only LC’s 644 of “n” and LC’s 645 of “n,” trace the series and code the bibliographic record (either full or core) as a BIBCO record. Do not add the “DPCC” 642/645 fields to an existing SAR.
- If SAR lacks 645 field, trace the series and code the bibliographic record (either full or core) as a BIBCO record. Do not add the “DPCC” 642/645 fields to an existing SAR.

### **SAR doesn’t exist in the Program authority file**

For a full-level bibliographic record:

- contribute an SAR (with “|5 DPCC” in 642 and 645 fields) to the national authority files, and
- trace the series in the analytic record.

For a core-level bibliographic record, either:

- contribute an SAR (with “|5 DPCC” in 642 and 645 fields) to the national authority file, and
- trace the series in the analytic record;

or:

- don’t contribute an SAR to the Program authority file, and
- don’t trace the series in the analytic record.

If a BIBCO participant chooses not to follow the guidelines stated above, the resulting analytic records should not be coded as BIBCO records.

There are several options for PCC participants when their local treatment decision is not to trace a series. Refer to: Frequently Asked Questions about Series

(<http://www.loc.gov/catdir/pcc/seriesfaq.html>) on the BIBCO web page of the Program for Cooperative Cataloging website for treatment in cases:

- A. If a BIBCO participant does not wish to trace a series and an SAR is not in the national authority file (NAF)
- B. If a BIBCO participant does not wish to trace a series and there is a SAR extant in the NAF
- C. If a non-BIBCO participant does not trace a series in its local catalog and a SAR is not in the NAF

- D. If a non-BIBCO participant does not trace a series in its local catalog and an SAR is extant in the NAF

#### **B1.4.4 Subject Headings**

A library does not need to use one particular subject thesaurus or classification scheme in order to join BIBCO. BIBCO participants may utilize any classification or subject heading scheme authorized by the *MARC 21* format. The Core record standard(s) defined by the PCC clearly state that a BIBCO record must, when appropriate for the material being cataloged, contain subject headings from a "recognized thesaurus" such as AAT, MeSH, LCSH, etc. Catalogers should consult the printed and online documentation available for the different schemes when creating or upgrading bibliographic records.

It is expected that catalogers contributing BIBCO records have sufficient knowledge of the subject or language of the materials being cataloged to be able to provide adequate subject analysis. When in doubt about the content analysis because of insufficient subject or language expertise, the cataloger should not contribute the record as BIBCO.

Catalogers submitting BIBCO records are always expected to perform appropriate content analysis and to assign headings that accurately describe the content of the work being cataloged, whether the records are at the Core or Full level. The Core standards state that, when appropriate, catalogers should assign "at least one or two" subject headings. Core standards do not restrict the number of subject headings that may be assigned, nor do they sanction the use of broad, general headings. Subject headings should always be assigned at the appropriate level of specificity. The difference in subject analysis between Full and Core BIBCO records is that, when doing a Core record, catalogers may limit their subject analysis to the primary emphasis of the work and disregard secondary aspects. The level of subject analysis is a local decision in the application of the Core standard.

##### **B1.4.4.1 LCSH**

Those participants using LCSH are expected to adhere to the principles and policies for its application and formulation as stated in current documentation issued by LC. In particular, BIBCO catalogers following LCSH and contributing Core records, should read instruction sheet H170: Core Level Records of the *Subject Cataloging Manual: Subject Headings*. The instruction sheet provides general guidelines for assigning subject headings to core level records for all types of materials, as well as special instructions for JACKPHY catalog records and music recordings.

In general, catalogers contributing BIBCO Core records with LC subject headings are instructed in the *Subject Cataloging Manual : Subject Headings* to assign at least one or two headings from the subject authority file and/or the name authority file to represent the primary subject and/or form of the work at the appropriate level of specificity. They are to assign headings to provide access to the essential subject focus of the work which would normally correspond to the meaning of the assigned class number. Concentrating on the primary or essential subject focus of a work means that secondary or tertiary subjects will normally not be represented in the assigned subject headings of a Core level record, even if they constitute at least 20% of an item (cf. H 180 sec. 1).

Multiple headings may be needed to represent a compound or multi-element topic for which a single heading neither exists nor can practically be constructed or established (cf. H 180 sec. 10). Multiple headings may also be needed in situations where reciprocal headings are used, for example, [place 1]–Foreign relations–[place 2] and [place 2]–Foreign relations–[place 1], or where a standard array of headings is prescribed, for example, on biographies (cf. H 1330). For the headings that are assigned, catalogers are instructed to follow the conventions applied to Full level cataloging. For example, where appropriate, they are to subdivide main headings by topical, geographic, chronological, and/or form subdivisions to bring out those aspects of the primary subject (cf. H 180 sec. 16). They are instructed to assign headings at the level of specificity appropriate to the work (cf. H 180 sec. 4).

BIBCO catalogers are expected to establish new headings for discrete topics and named entities as they are needed. The process for submitting new or changed LCSH proposals is documented online via the Web at: <http://www.loc.gov/catdir/pcc/sacohelp.html> and in the *SACO Participants' Manual*. Catalogers not wishing to submit a SACO proposal for a new discrete topic or entity should not contribute the bibliographic record in question as a BIBCO record.

#### **B1.4.4.2                      MeSH**

The Medical Subject Headings comprise the National Library of Medicine's controlled vocabulary used for indexing articles, for cataloging books and other materials, and for searching MeSH-indexed databases. The Cataloging Practices section of the *Annotated Alphabetic MeSH* is available online via the Web at: <http://www.nlm.nih.gov/mesh/catpractices.html> to provide guidance to catalogers using MeSH in bibliographic records. The same standards for subject analysis for Full and Core BIBCO records applies regardless of the thesaurus being used.

NLM accepts proposals for new terms in the thesaurus. The form for submitting suggestions is available on the Web at: <http://www.nlm.nih.gov/mesh/meshsugg.html>

[1] Susan K. Martin, "Authority Control: Unnecessary Detail or Needed Support," *Library Issues: Briefings for Faculty and Administrators* 2 (January 1982): 2.

Also consulted: Doris Hargrett Clack, Authority Control: Principles, Applications, and Instructions, Chicago: American Library Association, 1990.



## **PROPOSED REVISED SECTION B1.4 Authority control and headings**

Authority control is the process of determining “the use of consistent names and terminology in the face of pseudonyms, changing names, changing subject terminology, and changing relationships between and among scholarly disciplines, corporate bodies and governmental agencies.”<sup>[1]</sup> Authority control allows individual library users, through one search, to have a high degree of confidence that they have found everything by a particular author or about a particular bibliographic work or about a particular topic that is owned by or accessible through their library. Catalogers determine the predominant or most likely form of a name, title of a work, series, or a topic. They then create an authority record to establish the heading, document its use, and record the permutations or variant forms.

Catalogs under authority control save library users and researchers time. When there is an authority record for a particular name, title, series, or subject, a researcher who has searched under an alternative form will be redirected to the authoritative form. This redirection may be done manually by the researcher after reading a referral generated by the computer, or the online catalog may automatically redirect his search. It is the authority record structure that makes this possible.

Recognizing the value that authority control adds to any catalog, the founders of the Program for Cooperative Cataloging mandated that all headings on Program records would be under authority control and represented by Program-level authority records in shared resource files. This is why a library must first have achieved independent status within the NACO program before it can join BIBCO.

**Prior** to submitting bibliographic records coded as BIBCO (042=pcc, Encoding Level=blank or 4), all access points on the bibliographic record must be supported by Program-level authority records, with three exceptions:

1. Newly-proposed LC subject headings that have been submitted as SACO proposals may be entered on bibliographic records coded as BIBCO. Proposed headings are considered to be pre-approved in the absence of other communication from the LC Coop Team. If the Library of Congress rejects or modifies the proposed subject heading, the inputting library agrees to modify the bibliographic record in the databases to reflect the approved LCSH heading.
2. Series not yet established may be entered as untraced (490 0\_) on BIBCO records that are coded as Core (Encoding Level=4) without a supporting Program-level authority record being created.
3. Even when the rules require the addition of a uniform title to a bibliographic record that is coded as BIBCO, it is not always necessary to create an authority record for the uniform titles (e.g., when there is no cross reference to be added, or no research has been performed)

#### **B1.4.1 Names**

BIBCO catalogers follow AACR2 and the LC Rule Interpretations when establishing a name heading. All personal, corporate, or conference names used as authors or subjects on BIBCO records must be represented by a Name Authority Record in the shared file. If a Program-level authority record has been established for a name, BIBCO catalogers will use the established form. If needed, they will modify the Name Authority Record (NAR), following the guidelines in the *NACO Participants' Manual*. If there is no NAR, BIBCO catalogers will research the heading and submit one, following the guidelines in the *NACO Participants' Manual*. Like all NACO participants, BIBCO catalogers are still expected to notify the Library of Congress when there is a variant form of a name in the LC catalog so that LC may perform bibliographic file maintenance. This requirement is expected to be discontinued once the LC catalog is capable of performing global changes of headings based on authority records.

#### **B1.4.2 Uniform titles**

BIBCO catalogers follow AACR2 and LC Rule Interpretations when establishing a uniform title heading. Sometimes Program-level authority records are not required for uniform titles, even though the rules require the uniform title (130/240) to be in the record.

An example of this is an instance where a title translated into another language is the same or would normalize to be the same as the title in the original language. According to the *NACO Participants' Manual*, catalogers are required to make uniform title authority records (according to *LC Descriptive Cataloging Manual Z1* p.2 of Intro) when:

- (1) a reference must be traced on that authority record; or,
- (2) special research done to establish that heading must be recorded (Note: In this context the LC manual Official Name Catalog is treated as a reference source; so searches in that catalog should be recorded in the authority record); or,
- (3) the heading is needed for a related work added or subject entry, and the work is not represented in the LC database either by a bibliographic record for the work itself (original or translation) or by an analytical added entry on another bibliographic record; or,
- (4) special information needs to be recorded, e.g., citation title for a law;

When in doubt about the need for a uniform title NAR, BIBCO catalogers should, after consulting AACR2, LCRI, and the *NACO Participants' Manual*, consult with the LC Coop Team.

#### **B1.4.3 Series**

BIBCO catalogers follow AACR2 and LC Rule Interpretations when establishing the form of a series tracing.

It is not necessary to contribute series to NACO in order to join BIBCO; however, it is highly desirable. In order to maintain consistency in the presence and form of series access points in bibliographic records in shared databases, the PCC approved a Program-level tracing practice of "trace." All traced series must be supported by a Program-level series authority record.

Therefore, a library that does not contribute series authority records will not be able to contribute Full level bibliographic records containing series that are not already established in the shared international authority files.

BIBCO participants using the Core record standard(s) should transcribe all series as found on an item. They are exempt from creating series authority records for unestablished series and may code these series as 490 0 on BIBCO records. Untraced series on a Core record need not be supported by a Program-level authority record.

BIBCO participants contributing Program records must comply with the series policies and procedures as stated in the *LC Descriptive Cataloging Manual Z1* supplement to the MARC 21 Authority Format and the LCRIs. The *Descriptive Cataloging Manual (DCM) Z1* "yellow pages" 64X Section, dated May 2000, contains the LC/PCC policy on series and follows up with the detailed procedures for creating or modifying the 64X fields. This reflects the LC/PCC Program-level series treatment policy, which should be: "analyzed in full, traced, classified separately." It should be noted that LC or any other PCC library may vary from the default analysis or classification practice for reasons of local needs/preferences/resources. If LC or any other BIBCO library varies from the PCC default classification practice, the library may still code the analytic record as BIBCO even if it does not supply a "class separately" number. However, the library must still follow the "default tracing practice" and trace the series in the analytic record.

The Program-level tracing decision information is given in two fields in the SAR: field 645 (tracing) and, when appropriate, field 642 (form of number in added entry) to ensure consistent access points. The use of the MARC 21 organization code "DPCC" (for the Program for Cooperative Cataloging) in subfield \$5 of those two fields indicates that the information applies at the national level. The cataloger is stating both fact and form: the fact that the series is numbered and the form in which that numbering should be recorded in the series access point in the bibliographic record. ***The "DPCC" code will not be given in subfield /5 in either field 644 (analysis) or field 646 (classification).*** There is no need to document those decisions at the national level in an SAR since the policy is stated in the 64X section of the yellow pages and since these fields are not related to the form of series access points as are the 642/645 fields.

However, a PCC participant has the option to include its own MARC 21 identification code in treatment fields (644, 645, 646) in SARs it creates to show that it is following the national default decisions or, by exception, is varying from those default decisions in whole or in part. *Examples:*

645\$a t \$5 DPCC

**645\$a n \$5 WaU** (optional addition to show local variation from default decision to trace)

645\$a t \$5 DPCC \$5 WaU (optional addition to show agreement with default decision)

**644\$a f \$5 WaU** (optional addition to show analysis decision)

645\$a t \$5 DPCC

**646\$a s \$5 WaU** (optional addition to show classification decision)

Likewise, a PCC participant has the option to add its local treatment decisions to any SAR created by LC or any other PCC participant *if another PCC participant's treatment decisions are not already in the SAR. Examples:*

Existing SAR	Revisions NOT permitted shown in bold	
644\$a f \$5 WaU	644\$a f \$5 WaU <b>\$5 CLU</b>	<i>(additions not permitted because another library's code is already in the record)</i>
645\$a t \$5 DPCC	645\$a t \$5 DPCC	
646\$a s \$5 WaU	<b>645\$a n \$5 CLU</b>	
	646\$a s \$5 WaU <b>\$5 CLU</b>	
Existing SAR	Revisions permitted shown in bold	
645\$a t \$5 DPCC	<b>644\$a f \$5 WaU</b>	<i>(additions permitted because no other library's code is in the record)</i>
	645\$a t \$5 DPCC <b>\$5 WaU</b>	
	<b>646\$a s \$5 WaU</b>	

LC treatment decisions are not to be predicted by PCC participants. BIBCO participants who input records directly into LC's local system must always indicate LC treatment decisions in SARs (even if LC does not yet have an item) in addition to the Program-level tracing decision. They may omit or include their own treatment decisions, using their own MARC 21 organization codes.

#### BIBCO tracing practice

##### **SAR already exists in the Program authority file**

- If SAR was established before September 1989 and LC's 644 has value "f" and LC's 645 has value "n," do not trace the series; code the bibliographic record (either full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR.
- If SAR other than one described in previous category has 645 value "t" with any subfield |5, trace the series and code the bibliographic record (either full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR.
- If SAR has only LC's 644 of "n" and LC's 645 of "n," trace the series and code the bibliographic record (either full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR.
- If SAR lacks 645 field, trace the series and code the bibliographic record (either full or core) as a BIBCO record. Do not add the "DPCC" 642/645 fields to an existing SAR.

## **SAR doesn't exist in the Program authority file**

For a full-level bibliographic record:

- contribute an SAR (with “[5 DPCC” in 642 and 645 fields) to the national authority files, and
- trace the series in the analytic record.

For a core-level bibliographic record, either:

- contribute an SAR (with “[5 DPCC” in 642 and 645 fields) to the national authority file, and
- trace the series in the analytic record;

or:

- don't contribute an SAR to the Program authority file, and
- don't trace the series in the analytic record.

If a BIBCO participant chooses not to follow the guidelines stated above, the resulting analytic records should not be coded as BIBCO records.

There are several options for PCC participants when their local treatment decision is not to trace a series. Refer to: Frequently Asked Questions about Series (<http://www.loc.gov/catdir/pcc/seriesfaq.html>) on the BIBCO web page of the Program for Cooperative Cataloging website for treatment in cases:

- A. If a BIBCO participant does not wish to trace a series and an SAR is not in the national authority file (NAF)
- B. If a BIBCO participant does not wish to trace a series and there is a SAR extant in the NAF
- C. If a non-BIBCO participant does not trace a series in its local catalog and a SAR is not in the NAF
- D. If a non-BIBCO participant does not trace a series in its local catalog and an SAR is extant in the NAF

### **B1.4.4 Subject Headings**

A library does not need to use one particular subject thesaurus or classification scheme in order to join BIBCO. BIBCO participants may utilize any classification or subject heading scheme assigned a code within the *MARC 21* format. The provision includes subject thesauri from any source (1) specifically identified in the format (e.g., fields 600-651, 2nd indicator 0, 1, 2, 3, 5, 6) or (2) included in the code list for relators, sources, description conventions and identified in 600-651, subfield \$2. The Core record standard(s) defined by the PCC clearly state that a BIBCO record must, when appropriate for the material being cataloged, contain subject headings from a

"recognized thesaurus" such as AAT, MeSH, LCSH, etc. Catalogers should consult the printed and online documentation available for the different schemes when creating or upgrading bibliographic records.

It is expected that catalogers contributing BIBCO records have sufficient knowledge of the subject or language of the materials being cataloged to be able to provide adequate subject analysis. When in doubt about the content analysis because of insufficient subject or language expertise, the cataloger should not contribute the record as BIBCO.

Catalogers submitting BIBCO records are always expected to perform appropriate content analysis and to assign headings that accurately describe the content of the work being cataloged, whether the records are at the Core or Full level. The Core standards state that, when appropriate, catalogers should assign "at least one or two" subject headings. Core standards do not restrict the number of subject headings that may be assigned, nor do they sanction the use of broad, general headings. Subject headings should always be assigned at the appropriate level of specificity. The difference in subject analysis between Full and Core BIBCO records is that, when doing a Core record, catalogers may limit their subject analysis to the primary emphasis of the work and disregard secondary aspects. The level of subject analysis is a local decision in the application of the Core standard.

#### **B1.4.4.1 LCSH**

Those participants using LCSH are expected to adhere to the principles and policies for its application and formulation as stated in current documentation issued by LC. In particular, BIBCO catalogers following LCSH and contributing Core records, should read instruction sheet H170: Core Level Records of the *Subject Cataloging Manual: Subject Headings*. The instruction sheet provides general guidelines for assigning subject headings to core level records for all types of materials, as well as special instructions for JACKPHY catalog records and music recordings.

In general, catalogers contributing BIBCO Core records with LC subject headings are instructed in the *Subject Cataloging Manual : Subject Headings* to assign at least one or two headings from the subject authority file and/or the name authority file to represent the primary subject and/or form of the work at the appropriate level of specificity. They are to assign headings to provide access to the essential subject focus of the work which would normally correspond to the meaning of the assigned class number. Concentrating on the primary or essential subject focus of a work means that secondary or tertiary subjects will normally not be represented in the assigned subject headings of a Core level record, even if they constitute at least 20% of an item (cf. H 180 sec. 1). Multiple headings may be needed to represent a compound or multi-element topic for which a single heading neither exists nor can practically be constructed or established (cf. H 180 sec. 10). Multiple headings may also be needed in situations where reciprocal headings are used, for example, [place 1]–Foreign relations–[place 2] and [place 2]–Foreign relations–[place 1], or where a standard array of headings is prescribed, for example, on biographies (cf. H 1330). For the headings that are assigned, catalogers are instructed to follow the conventions applied to Full level cataloging. For example, where appropriate, they are to subdivide main headings by topical, geographic, chronological, and/or form subdivisions to bring out those aspects of the primary subject (cf. H 180 sec. 16). They are instructed to assign headings at the level of specificity appropriate to the work (cf. H 180 sec. 4).

BIBCO catalogers are expected to establish new headings for discrete topics and named entities as they are needed. The process for submitting new or changed LCSH proposals is documented online via the Web at: <http://www.loc.gov/catdir/pcc/sacohelp.html> and in the *SACO Participants' Manual*. Catalogers not wishing to submit a SACO proposal for a new discrete topic or entity should not contribute the bibliographic record in question as a BIBCO record.

#### **B1.4.4.2                      MeSH**

The Medical Subject Headings comprise the National Library of Medicine's controlled vocabulary used for indexing articles, for cataloging books and other materials, and for searching MeSH-indexed databases. The Cataloging Practices section of the *Annotated Alphabetic MeSH* is available online via the Web at: <http://www.nlm.nih.gov/mesh/catpractices.html> to provide guidance to catalogers using MeSH in bibliographic records. The same standards for subject analysis for Full and Core BIBCO records applies regardless of the thesaurus being used.

NLM accepts proposals for new terms in the thesaurus. The form for submitting suggestions is available on the Web at: <http://www.nlm.nih.gov/mesh/meshsugg.html>

[1] Susan K. Martin, "Authority Control: Unnecessary Detail or Needed Support," *Library Issues: Briefings for Faculty and Administrators* 2 (January 1982): 2.

Also consulted: Doris Hargrett Clack, Authority Control: Principles, Applications, and Instructions, Chicago: American Library Association, 1990.

## **B1.5 Classification**

The purpose of including classification numbers in BIBCO records is to provide classified access and to provide the basis for building a call number through one of the classification systems supported by MARC21. Any classification number provided should aim to be in a form that is most useful to the widest number of potential users of that classification system.

### **B1.5.1 Overview**

It is not necessary to use LC classification in order to contribute BIBCO records. It is only necessary that, when the standards for a particular format require it, a classification number from a scheme authorized within the MARC21 formats be included in the record. The provision includes classification systems from any source (1) specifically identified in the format (e.g., fields 050, 060, 070, 080, 082, 084, 086) or (2) included in the code list for relators, sources, description conventions.<sup>[1]</sup>

A classification number is required on BIBCO records for books and printed music. Classification numbers are optional on records for collections, computer files, rare books, graphic materials, moving image materials, and music and non-music sound recordings.

Some classification systems distinguish between the general and the particular. Data that relate to the general make it possible to group items of similar intellectual content (class number). Data that relate to the particular make it possible to individualize items and subarrange them within a group (e.g., author Cutter, work Cutter, etc.). In applying such systems to BIBCO records, only a class number is required. BIBCO libraries always have the option of supplying a full call number (including Cutters relating to shelf location), but it is not a Program requirement. What constitutes a class number is determined by the nature of the classification system and the agency authorized to develop and maintain it. To the extent practicable, BIBCO libraries are expected to supply a classification number according to the current practice specified by the authoritative agency responsible for the development and maintenance of the classification system. A BIBCO library is only responsible for a classification number from the same scheme that it uses. If a classification number from another scheme appears in a record that a BIBCO institution upgrades as a BIBCO record, BIBCO libraries should retain the other number in the record.

Individual Core standards specify when a class number is required. These same requirements apply also for records created in those formats at the Full level. Optionally, a class number or call number may be supplied in records for materials in which the standard does not require such a number. If a library does not normally, for its local use, classify materials for which a BIBCO standard requires a class number, the library may either supply one in particular cases or not contribute the record as a BIBCO record.

### **B1.5.2 Library of Congress Classification (LCC)**

BIBCO libraries using Library of Congress Classification (LCC) should assign a classification number that adheres to LC practice and that includes the data that represent the topic (what the work is about). Input the LCC number in field 050 and use value “blank” (no information



provided) in the first indicator position and value “4” (assigned by agency other than LC) in the second indicator position. Setting the first indicator to “blank” prevents the need to determine if LC holds the item and improves the efficiency of supplying a classification number.

In OCLC, when upgrading an LC-MLC bibliographic record to include a classification number, BIBCO libraries should use value “1” (not in LC/not shelved under that number in LC) in the first indicator position of the 050.

BIBCO libraries may browse the online shelflist to assist in assigning an LC classification number to bibliographic records they create or update. However, libraries using LCC are expected to check the classification schedules to assure that an assigned classification number is current. By policy, LC does not routinely reclassify obsolete call numbers if the numbers were correct when originally assigned and there are many obsolete numbers in the LC shelflist.

**Only subfield \$a is required for both a Full and a Core record.** It is defined in the MARC 21 bibliographic format as the :classification number”, an authoritative-agency data element. Such data may include topical Cutters, work Cutters, artist numbers, or geographic Cutters, depending on the particular classification schedule. If the Cutter is printed in the schedules, that exact cutter must be used in the 050 subfield \$a. Cutter numbers for authors, musicians, and artists are generally not printed in the LC classification schedules and need not be established by LC in order to be used in a BIBCO record. BIBCO catalogers may formulate a number after checking the LC online shelflist and assign it to a BIBCO record (042 = pcc) without submitting a classification proposal. Other examples of types of "unprinted Cutter numbers" include personal, corporate and geographic names, names of languages (when a topic is subarranged by language), and titles of individual works, except for literary works from early periods up to 1500.

**Subfield \$b is optional.** It is defined in the MARC 21 bibliographic format as an "item number" and refers to the *LC Subject Cataloging Manual : Shelflisting* in which LC defines the elements that go into a subfield \$b of the 050 as: "A book number: an alpha-numeric device appended to a class number to arrange material on the same subject in a specified order, usually alphabetically by author." The shelflisting manual also refers to the subfield \$b as an "author number" which may be why catalogers sometimes get confused when discussing literary author numbers which are contained in the subfield \$a.

If a BIBCO library deliberately varies from LC practice and assigns non-standard classification numbers, topical Cutter numbers or literary Cutter numbers, etc. for its local catalog, it may do one of the following:

- 1) not submit the record as a BIBCO record;
- 2) if the input system they are using supports a local call number field (090), input the variant number in that field, supply in field 050 a classification number that reflects LC practice, and submit the record as a BIBCO record.

#### **B1.5.2.1 New Classification Numbers (LCC)**

The Library of Congress accepts proposals for new classification numbers. Instructions for submission are available on the Web at: <http://www.loc.gov/catdir/pcc/classification.html>. The SACO Participants' Manual also found on the SACO home page, provides many examples and offers guidance in proposing classification numbers. Catalogers should refer to the *LC Subject Cataloging Manual (SCM): Classification, F 50*, for a thorough explanation of the classification proposal process and instructions for completing the form. For those classification proposals that appear to involve major or complex development, it is advisable to discuss the development with the LC Coop Team liaison or to send an explanatory email message with the proposal.

BIBCO catalogers may formulate a LC number based on their knowledge of the schedules, etc., assign the number to their bibliographic record, code the record 042=pcc, and then submit a classification proposal with the caveat that number may be changed as it goes through the classification editorial process. If LC changes the classification number proposed by the BIBCO library, the number should be changed on the record in the utility. Local policies should be followed regarding BFM in local databases.

#### **B1.5.2.2 Literary Author Numbers (LCC)**

BIBCO libraries using LCC must use LC author cutters (i.e., all cutters that can be considered to be part of the actual classification number (subfield \$a) and not specific to the edition of a work that is in hand (subfield \$b)) when those have been established by LC.

When using a new literary author Cutter or number that has not yet been established by LC, BIBCO libraries are encouraged, but not required, to submit the number to the Library of Congress for verification. The Library of Congress has continued the practice of establishing literary author numbers at the request of PCC partner institutions following the implementation of its Integrated Library System.

A BIBCO institution may send an e-mail or fax request for a literary author cutter or number to the LC Cooperative Cataloging Team. The library may also use the web form for 053 requests available at: <http://www.loc.gov/catdir/pcc/053/053prop.html>. Upon receipt of the request, a member of the LC COOP Team reserves a literary author number for each author, as requested. The LC Coop Team reports back to the requestor to indicate the exact number reserved within the LC files. The PCC participant then records that number in the 053 (2<sup>nd</sup> indicator "0") of the name authority record via the NACO program. This procedure assures that authorized literary author numbers will be available to all users of LC's bibliographic products for application in their catalogs.

NACO libraries may use LC's online shelflist via the Web for purposes of formulating a LC classification number when requesting an 053 for inclusion in a name authority record. BIBCO libraries may browse the online shelflist to assist in assigning an LC Classification number to bibliographic records they create or update. More details are available at: <http://www.loc.gov/catdir/pcc/litauthno.html>

### **B1.5.2.3 New Topical, Geographic or Artist Cutters (LCC)**

BIBCO libraries must use LC artist, geographic, and topical cutters (i.e., all cutters that can be considered to be part of the actual classification number (subfield \$a) and not specific to the edition of a work that is in hand (subfield \$b)) when those have been established by LC. If LC has not established such cutters, then BIBCO libraries may assign one, conforming to the appropriate practice for the schedule in use, and input it in the 050 (second indicator "4"). LC may change the cutter later if they need to deal with the particular entity it represents since they will need to take into account the exigencies of their shelf arrangement.

There is no similar verification process for new artist numbers or Cutters or geographic cutters. New topical cutters may be submitted as part of a SACO proposal.

### **B1.5.2.4 Bibliography numbers (LCC)**

LC recognizes that it is not practical for all libraries to follow LC classification policies in all respects. LC classes topical bibliographies in specific topical numbers in Class Z and provides an alternative number for those same topics from other classes. This is performed as a service of the national cataloging agency.

BIBCO libraries may choose to classify a PCC designated bibliographic record either in an established number for the topic in Z or in a number for that topic in other LCC classes. To improve the efficacy of this procedure, BIBCO libraries are asked not to supply an alternative number in either case.

### **B1.5.2.5 Series Classified Together**

The BIBCO policy on series analysis and classification practice allows for BIBCO libraries to vary from the LC decision with respect to both these procedures (Cf. DCM Z1, 64X section; see also: Series FAQ). This means that a BIBCO library may choose to follow LC practice or choose to analyze and classify separately a BIBCO designated record.

When assigning an individual classification number, BIBCO libraries are asked not to supply the collected set number in the bibliographic record along with the individual number.

### **B1.5.3 Dewey Decimal Classification**

The Dewey Decimal Classification system (DDC) is a general knowledge organization tool that is continuously revised to keep pace with knowledge. The system was conceived by Melvil Dewey in 1873 and first published in 1876. The DDC is published by Forest Press, which in 1988 became a division of OCLC Online Computer Library Center, Inc. It is the most widely used library classification system in the world, used in more than 135 countries.

BIBCO libraries using Dewey Decimal Classification (DDC) should assign a class number using the current, full edition of the DDC appropriate to the specificity of the material in hand. Input the number in field 082 and use value "4" (assigned by agency other than LC) in the second indicator

position. If a BIBCO library employs a number suggested as an option in the DDC, or a non-standard DDC number for its local catalog, it may do one of the following:

- 1) not submit the record as a BIBCO record;
- 2) if the input system they are using supports a local call number field (092), input the variant number in that field, supply in field 082 a classification number that reflects standard DDC practice, and submit the record as a BIBCO record.

The Dewey Decimal Classification Editorial Policy Committee (EPC), a ten-member international board whose main function is to advise the editors and OCLC Forest Press on matters relating to changes, innovations, and the general development of the Classification, accepts proposals for additions or changes to the DDC. Information about the EPC is available on the Web at: <http://www.oclc.org/dewey/news/epc/index.htm>

#### **B1.5.4 National Library of Medicine Classification**

The National Library of Medicine Classification system covers the field of medicine and related sciences. The scheme is intended to be used for the arrangement of all library materials, regardless of format. Designed as a broad classification, it is suitable for both large and small library collections and may be adapted to handle specialized collections of any size. It is patterned after the Library of Congress Classification and utilizes schedules QS-QZ and W-WZ that have been permanently excluded from LCC. It is intended to be used with the LCC schedules which supplement *NLM Classification* for subjects bordering on medicine and for general reference materials. The LCC schedules for Human Anatomy (QM), Microbiology (QR), and Medicine (R) are not used at all by the National Library of Medicine since they overlap the *NLM Classification*.

BIBCO Libraries using the National Library of Medicine Classification should assign a class number using the current, full edition of the *NLM Classification* appropriate to the specificity of the material in hand and following the classification practices described in that tool. Input the number in field 060 and use value “4” (assigned by agency other than NLM) in the second indicator position. If a BIBCO library employs a variant number, the variant number should be input in a local call number field.

The National Library of Medicine accepts proposals for new classification numbers. Suggestions should be addressed to the Head, Cataloging Section, National Library of Medicine, 8600 Rockville Pike, Bethesda, Maryland 20894.

## **PROPOSED REVISED SECTION B1.5**

## **Classification**

The purpose of including classification numbers in BIBCO records is to provide classified access and to provide the basis for building a call number through one of the classification systems supported by MARC21. Any classification number provided should aim to be in a form that is most useful to the widest number of potential users of that classification system.

### **B1.5.1 Overview**

It is not necessary to use LC classification in order to contribute BIBCO records. It is only necessary that, when the standards for a particular format require it, a classification number from a scheme assigned a code within the MARC21 formats be included in the record. The provision includes classification systems from any source (1) specifically identified in the format (e.g., fields 050, 060, 070, 080, 082, 084, 086) or (2) included in the code list for relators, sources, description conventions.<sup>[1]</sup>

A classification number is required on BIBCO records for books and printed music. Classification numbers are optional on records for collections, computer files, rare books, graphic materials, moving image materials, and music and non-music sound recordings.

Some classification systems distinguish between the general and the particular. Data that relate to the general make it possible to group items of similar intellectual content (class number). Data that relate to the particular make it possible to individualize items and subarrange them within a group (e.g., author Cutter, work Cutter, etc.). In applying such systems to BIBCO records, only a class number is required. BIBCO libraries always have the option of supplying a full call number (including Cutters relating to shelf location), but it is not a Program requirement. What constitutes a class number is determined by the nature of the classification system and the agency authorized to develop and maintain it. To the extent practicable, BIBCO libraries are expected to supply a classification number according to the current practice specified by the authoritative agency responsible for the development and maintenance of the classification system. A BIBCO library is only responsible for a classification number from the same scheme that it uses. If a classification number from another scheme appears in a record that a BIBCO institution upgrades as a BIBCO record, BIBCO libraries should retain the other number in the record.

Individual Core standards specify when a class number is required. These same requirements apply also for records created in those formats at the Full level. Optionally, a class number or call number may be supplied in records for materials in which the standard does not require such a number. If a library does not normally, for its local use, classify materials for which a BIBCO standard requires a class number, the library may either supply one in particular cases or not contribute the record as a BIBCO record.

### **B1.5.2 Library of Congress Classification (LCC)**

BIBCO libraries using Library of Congress Classification (LCC) should assign a classification number that adheres to LC practice and that includes the data that represent the topic (what the work is about). Input the LCC number in field 050 and use value “blank” (no information

provided) in the first indicator position and value "4" (assigned by agency other than LC) in the second indicator position. Setting the first indicator to "blank" prevents the need to determine if LC holds the item and improves the efficiency of supplying a classification number.

In OCLC, when upgrading an LC-MLC bibliographic record to include a classification number, BIBCO libraries should use value "1" (not in LC/not shelved under that number in LC) in the first indicator position of the 050.

BIBCO libraries may browse the online shelflist to assist in assigning an LC classification number to bibliographic records they create or update. However, libraries using LCC are expected to check the classification schedules to assure that an assigned classification number is current. By policy, LC does not routinely reclassify obsolete call numbers if the numbers were correct when originally assigned and there are many obsolete numbers in the LC shelflist.

**Only subfield \$a is required for both a Full and a Core record.** It is defined in the MARC 21 bibliographic format as the :classification number", an authoritative-agency data element. Such data may include topical Cutters, work Cutters, artist numbers, or geographic Cutters, depending on the particular classification schedule. If the Cutter is printed in the schedules, that exact cutter must be used in the 050 subfield \$a. Cutter numbers for authors, musicians, and artists are generally not printed in the LC classification schedules and need not be established by LC in order to be used in a BIBCO record. BIBCO catalogers may formulate a number after checking the LC online shelflist and assign it to a BIBCO record (042 = pcc) without submitting a classification proposal. Other examples of types of "unprinted Cutter numbers" include personal, corporate and geographic names, names of languages (when a topic is subarranged by language), and titles of individual works, except for literary works from early periods up to 1500.

**Subfield \$b is optional.** It is defined in the MARC 21 bibliographic format as an "item number" and refers to the *LC Subject Cataloging Manual : Shelflisting* in which LC defines the elements that go into a subfield \$b of the 050 as: "A book number: an alpha-numeric device appended to a class number to arrange material on the same subject in a specified order, usually alphabetically by author." The shelflisting manual also refers to the subfield \$b as an "author number" which may be why catalogers sometimes get confused when discussing literary author numbers which are contained in the subfield \$a.

If a BIBCO library deliberately varies from LC practice and assigns non-standard classification numbers, topical Cutter numbers or literary Cutter numbers, etc. for its local catalog, it may do one of the following:

- 1) not submit the record as a BIBCO record;
- 2) if the input system they are using supports a local call number field (090), input the variant number in that field, supply in field 050 a classification number that reflects LC practice, and submit the record as a BIBCO record.

#### **B1.5.2.1 New Classification Numbers (LCC)**

The Library of Congress accepts proposals for new classification numbers. Instructions for submission are available on the Web at: <http://www.loc.gov/catdir/pcc/classification.html>. The SACO Participants' Manual also found on the SACO home page, provides many examples and offers guidance in proposing classification numbers. Catalogers should refer to the *LC Subject Cataloging Manual (SCM): Classification, F 50*, for a thorough explanation of the classification proposal process and instructions for completing the form. For those classification proposals that appear to involve major or complex development, it is advisable to discuss the development with the LC Coop Team liaison or to send an explanatory email message with the proposal.

BIBCO catalogers may formulate a LC number based on their knowledge of the schedules, etc., assign the number to their bibliographic record, code the record 042=pcc, and then submit a classification proposal with the caveat that number may be changed as it goes through the classification editorial process. If LC changes the classification number proposed by the BIBCO library, the number should be changed on the record in the utility. Local policies should be followed regarding BFM in local databases.

#### **B1.5.2.2 Literary Author Numbers (LCC)**

BIBCO libraries using LCC must use LC author cutters (i.e., all cutters that can be considered to be part of the actual classification number (subfield \$a) and not specific to the edition of a work that is in hand (subfield \$b)) when those have been established by LC.

When using a new literary author Cutter or number that has not yet been established by LC, BIBCO libraries are encouraged, but not required, to submit the number to the Library of Congress for verification. For those libraries that prefer to have the author number or Cutter in their BIBCO records established by the Library of Congress, LC has continued the practice of establishing literary author numbers at the request of PCC partner institutions.

A BIBCO institution may send an e-mail or fax request for a literary author cutter or number to the LC Cooperative Cataloging Team. The library may also use the web form for 053 requests available at: <http://www.loc.gov/catdir/pcc/053/053prop.html>. Upon receipt of the request, a member of the LC COOP Team reserves a literary author number for each author, as requested. The LC Coop Team reports back to the requestor to indicate the exact number reserved within the LC files. The PCC participant then records that number in the 053 (2<sup>nd</sup> indicator "0") of the name authority record via the NACO program. This procedure assures that authorized literary author numbers will be available to all users of LC's bibliographic products for application in their catalogs.

NACO libraries may use LC's online shelflist via the Web for purposes of formulating a LC classification number when requesting an 053 for inclusion in a name authority record. BIBCO libraries may browse the online shelflist to assist in assigning an LC Classification number to bibliographic records they create or update. More details are available at: <http://www.loc.gov/catdir/pcc/litauthno.html>

### **B1.5.2.3 New Topical, Geographic or Artist Cutters (LCC)**

BIBCO libraries must use LC artist, geographic, and topical cutters (i.e., all cutters that can be considered to be part of the actual classification number (subfield \$a) and not specific to the edition of a work that is in hand (subfield \$b)) when those have been established by LC. If LC has not established such cutters, then BIBCO libraries may assign one, conforming to the appropriate practice for the schedule in use, and input it in the 050 (second indicator "4"). LC may change the cutter later if they need to deal with the particular entity it represents. There is no expectation, however, that the BIBCO library will monitor this and later revise their earlier BIBCO record so that the cutter conforms to LC's. However, all future BIBCO records must use the newly-established LC cutter.

Unlike the optional verification process for literary author cutters or numbers, there is no process for a BIBCO library to have LC verify new artist numbers or Cutters or new geographic cutters. However, new topical cutters may be submitted as part of a SACO proposal, if appropriate.

### **B1.5.2.4 Bibliography numbers (LCC)**

LC recognizes that it is not practical for all libraries to follow LC classification policies in all respects. LC classes topical bibliographies in specific topical numbers in Class Z and provides an alternative number for those same topics from other classes. This is performed as a service of the national cataloging agency.

BIBCO libraries may choose to classify a PCC designated bibliographic record either in an established number for the topic in Z or in a number for that topic in other LCC classes. To improve the efficacy of this procedure, BIBCO libraries are asked not to supply an alternative number in either case.

### **B1.5.2.5 Series Classified Together**

The BIBCO policy on series analysis and classification practice allows for BIBCO libraries to vary from the LC decision with respect to both these procedures (Cf. DCM Z1, 64X section; see also: Series FAQ). This means that a BIBCO library may choose to follow LC practice or choose to analyze and classify separately a BIBCO designated record.

When assigning an individual classification number, BIBCO libraries are asked not to supply the collected set number in the bibliographic record along with the individual number.

### **B1.5.3 Dewey Decimal Classification**

The Dewey Decimal Classification system (DDC) is a general knowledge organization tool that is continuously revised to keep pace with knowledge. The system was conceived by Melvil Dewey in 1873 and first published in 1876. The DDC is published by Forest Press, which in 1988 became a division of OCLC Online Computer Library Center, Inc. It is the most widely used library classification system in the world, used in more than 135 countries.



BIBCO libraries using Dewey Decimal Classification (DDC) should assign a class number using the current, full edition of the DDC appropriate to the specificity of the material in hand. Input the number in field 082 and use value "4" (assigned by agency other than LC) in the second indicator position. If a BIBCO library employs a number suggested as an option in the DDC, or a non-standard DDC number for its local catalog, it may do one of the following:

- 1) not submit the record as a BIBCO record;
- 2) if the input system they are using supports a local call number field (092), input the variant number in that field, supply in field 082 a classification number that reflects standard DDC practice, and submit the record as a BIBCO record.

The Dewey Decimal Classification Editorial Policy Committee (EPC), a ten-member international board whose main function is to advise the editors and OCLC Forest Press on matters relating to changes, innovations, and the general development of the Classification, accepts proposals for additions or changes to the DDC. Information about the EPC is available on the Web at: <http://www.oclc.org/dewey/news/epc/index.htm>

#### **B1.5.4 National Library of Medicine Classification**

The National Library of Medicine Classification system covers the field of medicine and related sciences. The scheme is intended to be used for the arrangement of all library materials, regardless of format. Designed as a broad classification, it is suitable for both large and small library collections and may be adapted to handle specialized collections of any size. It is patterned after the Library of Congress Classification and utilizes schedules QS-QZ and W-WZ that have been permanently excluded from LCC. It is intended to be used with the LCC schedules which supplement *NLM Classification* for subjects bordering on medicine and for general reference materials. The LCC schedules for Human Anatomy (QM), Microbiology (QR), and Medicine (R) are not used at all by the National Library of Medicine since they overlap the *NLM Classification*.

BIBCO Libraries using the National Library of Medicine Classification should assign a class number using the current, full edition of the *NLM Classification* appropriate to the specificity of the material in hand and following the classification practices described in that tool. Input the number in field 060 and use value "4" (assigned by agency other than NLM) in the second indicator position. If a BIBCO library employs a variant number, the variant number should be input in a local call number field.

The National Library of Medicine accepts proposals for new classification numbers. Suggestions should be addressed to the Head, Cataloging Section, National Library of Medicine, 8600 Rockville Pike, Bethesda, Maryland 20894.

## **B1.6 Special Cataloging Issues**

### **B1.6.1 Non-Roman Materials**

Program records are encoded in a basic complement of character sets referred to as the "Latin base" (ASCII, ANSEL, MARC21 Greek, MARC21 subscript, MARC21 superscript). The Supplementary Core Standard for Multiple Character Sets (<http://www.loc.gov/catdir/pcc/nonromancore.html>)

provides for including additional data in non-roman form encoded in other character sets designated for use in MARC21 records. Such records consist of data encoded in multiple character sets.

The supplementary core standard should be applied to all PCC records created for monographic materials, whether Core or Full. Records created with this supplementary core standard should conform to the requirements of the appropriate PCC monographic Core standard first and this supplementary Core second.

In all cases, PCC libraries must include in roman form all of the data elements as specified in the core standard for the type of material being cataloged. Although the decision to include data in non-roman form in any PCC record is strictly optional, when that option is exercised, it must be done so according to this supplementary core standard. Catalogers adding data in non-roman form to records are encouraged to consider the future use and international implications of their records and to include as much of the original script data as necessary to facilitate the identification and location of this often scarce material and its component parts.

#### **B1.6.1.1 Chinese Language Materials**

Beginning October 1, 2000, libraries contributing records to OCLC or RILIN have been required to use pinyin for systematically romanized Chinese language data in new bibliographic records. These records must contain the 987 pinyin conversion marker, as defined at <http://www.loc.gov/marc/pinyin.html>.

BIBCO libraries should do all cataloging in pinyin, filling in the 987 field as appropriate and marking the record as a BIBCO record (042=pcc) if the record meets BIBCO guidelines.

OCLC BIBCO participants are especially encouraged to review and upgrade any record whose 987 subfield \$d indicates that it is marked for review (code 'r'). As part of the upgrade, the 987 field should also be edited to reflect the results of the manual review and conversion.

#### **B1.6.1.2 Headings and Authority Records for Non-Roman Materials**

National level authority records must be used and/or created to support romanized forms of headings. National level authority records created by NACO libraries currently cannot support headings in non-roman form.

When headings are supplied in non-roman form, names used in headings or portions of headings (e.g., name alone; name/title; name as subject/subject subdivision; name/series title) may be input as "paired" names. Geographic subject headings may be input as paired fields. Translations of subject headings MAY be input but must be done so in a manner that clearly indicates they are non-standard (uncontrolled index terms (field 653) or identified as "source not specified" (6XX with second indicator "4")).

### **B1.6.2 Special formats**

There are separate core standards for most formats or type of material, as detailed on the BIBCO home page (<http://www.loc.gov/catdir/pcc/bibco.html>) under **Approved Core Standards**. Beyond the determination of which elements are required for a Core record for material in a specific format, BIBCO records are expected to follow standard AACR2/LCRI cataloging and MARC21 coding for the format or material in question. There are no special requirements imposed by the BIBCO program on the cataloging of any materials or formats.

## C1.1 NACO Overview

NACO, the name authority component of the PCC is the underlying foundation for participation in BIBCO and CONSER. Only those institutions that are independent for NACO may be considered candidates for BIBCO. One of the chief reasons for this requirement is that the founders of the PCC felt that the emphasis on cataloger judgement called for by AACR2r, the LCRIs and the Descriptive Cataloging Manual applied throughout the NACO procedures would prepare catalogers to assimilate the philosophy of working in a shared bibliographic environment.

## C1.2 History of NACO

The Name Authority Cooperative Project began in 1977 as a joint project between the Library of Congress and the U.S. Government Printing Office the goal was a common authority file which would reduce the cost of authority work (often viewed as the most expensive aspect of cataloging). Early manual procedures of having paper authority forms mailed to LC on paper worksheets and then re-keyed have given way to FTP contribution. Today, copies of all new and changed records are re-distributed by LC on a daily basis to the OCLC, RLG, the British Library, and to CDS customers. During the Cooperative Cataloging Council deliberations LC's leadership role in the training and coordination of the NACO program was reaffirmed and it is LC's Cataloging Policy and Support Office at the Library of Congress which sets policy and procedures for the program. The benefits of NACO are quite tangible: those who benefit the most are LC, the cooperating libraries, and the national and international cataloging communities. This is because the costs of authority work is shared, the duplication of effort is reduced, timeliness is improved and coverage of the National Authority File (NAF) is expanded. NACO members share their expertise with the library community by serving as trainers and representatives to the governing body of NACO on the PCC Policy Committee. Since 1992 contributions to the file have risen dramatically. Fiscal year 96 witnessed the one millionth contribution to the file by NACO partners and today, NACO-contributed records account for roughly one half of all new name and series records in the authority file which contains ca. 5 million records.

## C1.3 NACO Documentation

All NACO participants agree to use and apply the guidelines found in the following documentation:

- The *Anglo-American Cataloging Rules* (second revised edition)
- The *MARC 21 Authority Format* (including the LC Guidelines Supplement (known as the **blue pages** and the DCM Z1 addition issued by the Library of Congress (known as the **yellow pages**))
- The *Library of Congress Rule Interpretations* (LCRIs)
- The *Library of Congress Subject Cataloging Manual* (SCM) Memo H405
- *LC-ALA Romanization Tables*

Ad-hoc information which may be used to supplement the above information includes:

- The *NACO Participants' Manual*, 2nd ed. (Currently under revision)

PCC NACO Home Page FAQs

- FAQ on the 670 field
- FAQ on reporting Bibliographic File Maintenance
- FAQ on creating/formulating headings and references for authority records in NACO

Reminder: LC's CPSO is the official arbiter of NACO procedures and policies. Often changes in LCRIs, and other documentation is issued on the CPSO Home Page before it appears in the documentation.

## **C1.4 NACO Relationship to BIBCO**

The hallmark of a BIBCO record is that whether it is created at the core level or further enriched all access points are under authority control. The fact that the authority file is a dynamic file often causes much confusion for non-BIBCO libraries as many have found that access points on BIBCO records will fall out of synch when a change is made to a 1XX heading in a name authority record. Often BIBCO libraries have work streams which result in a bibliographic record being added to the database long before the authority record is uploaded into the authority file, etc.

Both of these factors have been under discussion at BIBCO-At-Large meeting and at BIBCO Operations Committee meetings and much progress has been made in narrowing the gap in keeping the bibliographic records and authority records in synch. One such mechanism is that OCLC has developed programming to update headings on bibliographic records in WorldCat when an extant NAR 1XX heading is changed; another is the raising of awareness of BIBCO and non-BIBCO libraries of the need for reporting bibliographic file management to each other, to LC, and to the utility within which one works.

Although being an active, independent NACO participation is a requirement for BIBCO membership it is not necessary for NACO participants to contribute series authority records. If BIBCO member libraries wish to contribute Program records without creating authority records for series that are not yet established, they may contribute them at the Core level and code the series as 490 0 on the bibliographic records.

## **C2.1 SACO Overview**

SACO, Subject Authority Cooperative Program provides a means for individual catalogers to propose subject headings for inclusion in the Library of Congress Subject Headings (LCSH) and classification number proposals or changes for inclusion in the Library of Congress Classification (LCC) schedules. Unlike the other PCC programs, participation in SACO is not institution or utility based. Due to this flexibility, interested catalogers contribute needed headings to reflect users' needs for subject specificity worldwide.

## **C2.2 History of SACO**

The Subject Authority Cooperative Program has its roots in the Cooperative Subject Cataloging Projects (CSCP) which officially began in 1983, as a part of LC's Subject Cataloging Division when the first CSCP coordinator was named in October. In 1984, the National Library of Medicine (NLM) took on the responsibility for descriptive cataloging of medical cataloging in publication (CIP) titles and contributed MeSH subject access points and NLM classification numbers to medical titles cataloged as CIP records. With the expansion of online cataloging, projects were formulated by CSCP to increase the number of cooperative cataloging participant libraries. These libraries were to become the founding libraries of the National Coordinated Cataloging Program (NCCP). CSCP became responsible for the administration of the subject cataloging aspects of the program. LC's Office of the Principal Cataloger (Subject Policy Office) was made responsible for training the participants and reviewing bibliographic records and subject authority proposals. The period of 1988-89 saw a dramatic increase in the number of subject headings contributed by NCCP participants, while the subject authority work continued to be done by the Library of Congress staff. In 1988 a general call went out in the "Cataloging Service Bulletin" inviting proposals from anyone willing to fill out the forms and to follow the written procedures. By 1990 NCCP libraries prepared their own subject heading proposals thus shifting the focus of the program to make participants more self-reliant and to treat the NCCP program catalogers as equal partners. The advent of Internet use assisted and improved communication between LC and the cooperative partners allowing immediate feedback to the participants, especially when the email proposal form became available on LC's MARVEL enabling quicker submission of subject proposals. In 1993 the Subject Authority Cooperative Program (SACO) replaced CSCP and became a component part of the Program for Cooperative Cataloging. In 1994 the British Library decided to reinstate the use of LCSH in their records for the British National Bibliography, thus adding the international dimension to the program. Currently there are sixteen institutions outside the United States contributing to SACO, producing 21% of all new SACO proposals.

## **C2.3 SACO Documentation**

SACO participants agree to use and apply the guidelines found in the following documentation:

*Subject Cataloging Manual : Subject Headings*

*Subject Cataloging Manual : Classification*  
*Free-Floating Subdivisions : An Alphabetical Index*, 12<sup>th</sup> ed.

Ad-hoc information which may be used to supplement the above information includes:

*The SACO Participants' Manual (being published)*

PCC SACO Home Page

FAQ on SACO Heading Proposals  
FAQ on Canadian Subject Headings  
List of Web resources for use in preparing proposals  
Subject and Classification proposal forms and guidelines  
Weekly lists of tentative and approved subject headings

Reminder : LC's CPSO is the official arbitrator of LC subject authority procedures and policies. Refer to the CPSO Home Page for new documentation and changes in procedures and policies.

## **C2.4 SACO Relationship to BIBCO**

BIBCO records are readily identified as monographic records that are notable for having **all access points** supported by internationally available authority records and for providing **subject analysis** at the appropriate level of specificity. Although being an active, independent NACO participant is a requirement for BIBCO. Participation in the SACO program, a component part of the PCC, remains a popular choice for subject authorities. BIBCO participants may choose to use other internationally recognized subject heading thesauri such as AAT or MeSH, besides LCSH, and other classification numbers from internationally recognized schemes such as Dewey or the National Library of Medicine's classification, besides LCC.

## D. Tools and How to Access Them

Tools which have been suggested or required for use by BIBCO participants throughout this Manual are listed and briefly described below with information as to where and how to access the most current versions.

With the obvious exceptions (e.g., AACR2, MeSH) the majority of tools listed are available from the Library of Congress' Cataloging Distribution Service (CDS). The CDS website at: <http://www.loc.gov/cds/> contains a list of all these tools along with price and ordering information. Note that many of these tools are subscription based with updates issued on a quarterly basis. CDS may also be reached at:

Library of Congress

Cataloging Distribution Service

Washington, D.C. 20541-4912

Voice: 202-707-6100

Fax: 202-707-1334

Email: [cdsinfo@loc.gov](mailto:cdsinfo@loc.gov)

### D1. MARC Documentation

Available from CDS and on *Cataloger's Desktop*.

MARC (MACHine-Readable Cataloging) is a coding scheme which allows a computer to "read" and interpret data in cataloging records. The basic MARC documents for authority and bibliographic records are complete listings of all the data which may be contained in MARC formatted records with a description of what the data is expected to communicate to the computer. These basic documents are:

*MARC 21 Format for Bibliographic Data* List of bibliographic fields and data available at:

<http://lcweb.loc.gov/marc/bibliographic/ecbdlist.html>

Note that for BIBCO purposes the MARC 21 Format for Bibliographic Data **may not be used as a stand alone document**. The Format must be used in conjunction with the format documentation of each bibliographic utility. Each utility will have a list of MARC fields and data which may or maynot be input and what data are kept or deleted upon distribution, etc.

*MARC 21 Format for Authority Data* List of authority fields and data available at:

<http://lcweb.loc.gov/marc/authority/ecadlist.html> One subscription per each NACO institution provided at no cost to the participant.

Note that for BIBCO purposes the MARC 21 Format for Authority Data **may not be used as a stand-alone document**. The basic format is augmented by supplements written by CPSO and issued to participating institutions by the Cooperative Cataloging Team. These supplements constitute the *Descriptive Cataloging Manual Z1* which is issued in print on yellow colored paper and the *LC Guidelines Supplement to the MARC format for Authority Data* issued in print on blue colored paper.

*Descriptive Cataloging Manual Z1*

One subscription per each NACO institution provided at no cost to the participant.

Provides an expanded definition of the cataloging data which is to be input into the various MARC fields. It also provides PCC Program policy and procedural instructions for LC and PCC catalogers



to follow in the creation and maintenance of name authority records.

*LC Guidelines Supplement to the MARC format for Authority Data* One subscription per each NACO institution provided at no cost to the participant.

Defines the MARC fields and data which are actively supplied by LC and which will be accepted by LC's database for redistribution.

## **D2. *Anglo-American Cataloguing Rules*, 2nd ed., rev. 1998**

The basic set of cataloging rules which have been in use by U.S. libraries since the early 1980's. AACR2 is a joint publication of the American Library Association, the Canadian Library Association and the Library Association (of Great Britain) it is available in print, CD-Rom, and as part of the Library of Congress' Cataloger's Desktop. Updates are issued as needed; pricing information may be found at the Library Association's website at: <http://www.la-hq.org.uk/directory/publications.html>

Note that for BIBCO purposes AACR2 **may not be used as a stand-alone document**. The Library of Congress Rule Interpretations (LCRIs) supplement AACR2 and provides LC and PCC catalogers with the official cataloging policy and practices required for submission of authority and bibliographic records.

## **D3. *Library of Congress Rule Interpretations*, 1990. Updates issued quarterly.**

Available from CDS in print, CD-Rom, and on Cataloger's Desktop. One subscription per each NACO institution of the print copy provided at no cost to the participant.

The LCRIs supplement AACR2 by recording the decisions taken by LC on options provided for in various rules, by recording rule replacement decisions, early implementation of a soon-to-be published change to AACR2, and/or rule amplification or explanation. For BIBCO purposes the LCRIs are viewed as the de-facto official cataloging policy and practices required for submission of authority and bibliographic records.

## **D4. Codes (Geographic, Language, Country of Publication)**

All MARC code lists are available from CDS and on Cataloger's Desktop

### *MARC Code List for Languages*

Contains a list of languages and their associated three-character alphabetic codes that allow for the designation of the language or languages in MARC records.

### *MARC Code List for Countries*

Contains places and their associated two-or three-character lower case alphabetic codes used in MARC records.

### *MARC Code List for Geographic Areas*

A geographic areas and their associated one- to seven-character codes used in MARC records. The list includes separate codes for countries, first order political divisions of some countries, regions, and geographic features.

## **D5. LC Online Catalog**

Accessible on the web at: <http://catalog.loc.gov/>

Searching the LC Online Catalog is not a requirement of the BIBCO program; however, for those libraries using LC classification it greatly enhances the ability to devise call numbers for BIBCO records.

This catalog may be searched using browse or key-words searches:

browse = left-match browse by typing in subject, name, or call-number

guided key-word = after typing in search word a series of drop-down menus guide the user to define type of search desired

command key-word= uses punctuation, boolean operators and/or code to search

**Note:** Authority records are not viewable on the LC Online Catalog at this time; however, headings used on bibliographic records in the LC Online Catalog are linked to authority records via the references structure, thus leading the user to the correct use of an authorized heading.

## **D6. Subject Thesauri and Classification Schemes**

*Library of Congress Subject Headings* Available from CDS. Issued annually in print (5 vols.) and updated quarterly on Cataloger's Desktop.

LCSH is also available on microfiche; however for BIBCO purposes it is suggested that participants check the most current copy of LCSH through the subject authority files available on the bibliographic utilities. These files are updated via FTP distribution from LC, although, due to varying practices with the FTP uploading of subject files it is also suggested that BIBCO participants check the CPSO website at: <http://www.loc.gov/cpso/> to view the weekly lists of approved subject headings.

*LC Subject Headings Weekly Lists* Available only on the Library of Congress Cataloging Policy and Support Office (CPSO) Web page <http://www.loc.gov/cpso> (and linked from the SACO homepage). This list is updated weekly all new subject headings created, changed or deleted are available and searchable via the web server.

*LC Subject Cataloging Manual : Subject Headings*

Available from CDS in print form and on Cataloger's Desktop.

This is the how-to guide for assigning subject headings and subdivisions in a consistent and standardized manner--as practiced at the Library of Congress. This manual provides the rationale for assigning subject headings to specific works and is indispensable for BIBCO participants.

*LC Free-Floating Subdivisions : An Alphabetical Index*

Available from CDS.

Lists all subdivisions designated as free-floating. Free-floating refers to a form or topical subdivision assigned by the subject cataloger under designated subjects without the usage being established editorially and without the usage appearing in the subject authority file under each individual subject heading. Also helps locate information in the Subject Cataloging Manual: Subject Headings, in which free-floating subdivisions appear in 40 separate lists.

*Art & Architecture Thesaurus*

Available on the Web <http://www.getty.edu/research/tools/vocabulary/aat/> or by license at the Getty Vocabularies website: <http://www.getty.edu/research/tools/vocabulary/obtain.html#aatvocab>

Structured vocabularies that can be used to improve access to information about art, architecture, and material culture.

*MeSH, Annotated Alphabetic List; MeSH Tree Structures, etc.*

<http://www.nlm.nih.gov/mesh/meshhome.html>

Published by NTIS print ordering information is available at: <http://www.nlm.nih.gov/mesh/pubs.html>

The website for the Medical Subject Headings comprise NLM's controlled vocabulary used for indexing articles, for cataloging books and other holdings, and for searching MeSH-indexed databases. MeSH terminology provides a consistent way to retrieve information that may use different terminology for the same concepts and is an excellent source for use in BIBCO library's SACO proposals for medical headings.

### *Dewey Decimal Classification*

<http://www.oclc.org/fp/> Published by Forest Press this product is published in two editions, full and abridged. The Classification is kept up-to-date electronically through electronic versions: Dewey for Windows, a CD-ROM product that is updated annually and released in January; and WebDewey in CORC, a Web-based product that is updated quarterly.

A general knowledge organization tool that is continuously revised to keep pace with knowledge. The system was conceived by Melvil Dewey in 1873 and first published in 1876.

### *LC Subject Cataloging Manual : Classification*

Available from CDS and on Cataloger's Desktop.

A practical, time-saving, how-to manual that helps you assign LC classification numbers to library materials following LC policy and standards. Instruction sheets contain step-by-step procedures. Guidelines help you formulate the classification portion of the LC call number.

### *LC Classification Schedules, A-Z*

Available from CDS in print, also available from commercial vendors.

A handy guide to the schedules. Updates available on the LC Website at [www.loc.gov/catdir/cpso](http://www.loc.gov/catdir/cpso)

### *Classification Plus*

Available from CDS. A full-text, Windows-based CD-ROM product that contains the Library of Congress Classification Schedules and Library of Congress Subject Headings. Classification Plus is available as an annual subscription with quarterly issues.

### *SACO website*

<http://www.loc.gov/catdir/pcc/saco.html> Includes forms for submitting proposals and guidelines for the content. FAQs on the creation of headings and other background as well as a list of Web Resources useful for justification/verification of subject headings including links to: MeSH, AAT, GEOnet, etc.

## **D7. Other**

### *CDS' Cataloger's Desktop*

Available from CDS. Cataloging publications on one CD-ROM disc, includes: Library of Congress Rule Interpretations, Subject Cataloging Manual: Classification, Subject Cataloging Manual: Shelflisting, Subject Cataloging Manual: Subject Headings, MARC 21 Format for Bibliographic Data, MARC 21 Format for Authority Data, MARC 21 Format for Holdings Data, MARC 21 Format for Classification Data, MARC 21 Format for Community Information. The latest editions of all 5 MARC Code Lists and Archives, Personal Papers and Manuscripts: A Cataloging Manual, Archival Moving Image Materials: A Cataloging Manual, Cataloging Rules for the Description of Looseleaf Publications, CONSER Cataloging Manual, CONSER Editing Guide, Descriptive Cataloging of Rare Books, Graphic Materials, Map Cataloging Manual, Music Cataloging Decisions, Standard Citation Forms for Published

Bibliographies used in Rare Book Cataloging, Thesaurus for Graphic Materials, Descriptive Cataloging Manual - Z1: Names and Series Authority Records , AC (Annotated Card) Children's Subject Headings (Moved to Classification Plus with Issue 2, 1997), LC Cutter Table as a separate info base, Library of Congress Filing Rules, NACO Participants' Manual and will also include the SACO Participants' Manual.

## **Bibliographic Utility Tools**

### **OCLC Documentation**

OCLC cataloging documentation is available on the OCLC Web site at:

(<http://www.oclc.org/oclc/cataloging/documentation.htm>)

For BIBCO purposes the Guidelines for National Level Enhance Participants must be applied by OCLC members contributing BIBCO records via OCLC:

(<http://www.oclc.org/oclc/cataloging/enhance/guidelines.htm>)

### **RLIN Documentation**

RLIN cataloging documentation is available on the RLG Information Center Web site at:

(<http://www.rlg.org/ric/ric.html>)

# Format of BIBCO Examples

Each example is numbered and labeled to identify the format it represents.

The intention was to present examples that are database- and vendor-neutral. Although the examples reflect MARC21 content designation, they differ slightly in form in that for clarity of presentation, each subfield code is preceded and followed by a space. Delimiters are represented by dollar signs \$.

Blank elements in **006** fields are represented by underscoring \_.

**007** fields are represented as they would appear both in RLIN and OCLC.

No **008** fields are provided in any example.

The examples begin with a Full record, with certain fields highlighted in ***bold italics***. These are fields that are optional for Core records. In some cases, there are notes pointing out that some of the elements are also optional for Full records.

Each **Full** record is paired with a **Core** record. Each Core record example contains a brief outline of what makes the record Core. The intent of the discussion is to explain the thought process and assist catalogers in exercising good judgment about how they might apply Core standards.

Examples reflect one institution's interpretation of what makes a record Core or Full. Another institution may have a different interpretation and still be completely accurate.

## Books Format

## FULL

020 0799212741  
 042 pcc  
**043** *f-sa----* *(043 is not required for Full records)*  
 050 4 HT148.S68 \$b S78 1990  
 245 02 A study of the effects of urbanisation on the health of women in Khayelitsha,  
 Cape Town : \$b rationale and methods.  
 260 Cape Town : \$b Urbanisation and Women's Health Project, Department of  
 Community Health, University of Cape Town, \$c [1990]  
 300 iii, 10 p. : \$b ill., maps ; \$c 30 cm.  
 490 1 Working paper / University of Cape Town, Medical School, Dept. of Community  
 Health ; \$v no. 1  
 500 Cover title.  
**500** *"Authors: W.M. Pick, D. Cooper, J.M.L. Kloppe, J.E. Myers, M. Hoffman, L.*  
*Kuhn"--P. 1.*  
**500** *"August 1990."*  
**504** *Includes bibliographical references (p. 9-10).*  
 650 0 Urbanization \$z South Africa \$z Cape Town.  
 650 0 Women, Black \$x Health and hygiene \$z South Africa \$z Cape Town.  
**650 0** *Public health \$z South Africa \$z Cape Town.*  
 700 1 Pick, W. M.  
 710 2 University of Cape Town. \$b Urbanisation & Women's Health.  
 830 0 Working paper (University of Cape Town. Urbanisation & Women's Health) ; \$v  
 no. 1.

## CORE

020 0799212741  
 042 pcc  
 050 4 HT148.S68 \$b S78 1990  
 245 02 A study of the effects of urbanisation on the health of women in Khayelitsha,  
 Cape Town : \$b rationale and methods.  
 260 Cape Town : \$b Urbanisation and Women's Health Project, Department of  
 Community Health, University of Cape Town, \$c [1990]  
 300 iii, 10 p. : \$b ill., maps ; \$c 30 cm.  
 490 1 Working paper / University of Cape Town, Medical School, Dept. of Community  
 Health ; \$v no. 1  
 500 Cover title.  
 650 0 Urbanization \$z South Africa \$z Cape Town.  
 650 0 Women, Black \$x Health and hygiene \$z South Africa \$z Cape Town.  
 700 1 Pick, W. M.  
 710 2 University of Cape Town. \$b Urbanisation & Women's Health.  
 830 0 Working paper (University of Cape Town. Urbanisation & Women's Health) ; \$v  
 no. 1.

*What makes this record a Core record?*

- *There is no 500 justifying the 700.*
- *There is no 500 justifying the brackets around the date in the 260.*
- *The subject analysis covers only the primary topics.*

*Access has not been adversely affected. Data elements that serve to explain the cataloger's decisions have been left out, as has one subject heading covering a secondary topic.*

## Books Format

## FULL

020 2910164101  
**041 0** *engfre*  
042 pcc  
**043** *e-fr---* *(043 is not required for Full records)*  
050 4 NB237.B65 \$b A4 1995  
100 1 Bourgeois, Louise, \$d 1911-  
245 10 Louise Bourgeois : \$b Ecole nationale des beaux-arts de Bourges / \$c [texte,  
Geneviève Bréerette ; traduction, Simon Pleasance].  
260 Bourges, France : \$b L'Ecole, \$c 1995.  
300 1 v. (unpaged) : \$b ill. (some col.) ; \$c 21 cm.  
**546** *English and French.*  
500 Cover title.  
**500** *Catalog of an exhibition held at the Galerie La Box from Jan. 30 to March 18, 1995.*  
**504** *Includes bibliographical references.*  
600 10 Bourgeois, Louise, \$d 1911- \$v Exhibitions.  
700 1 Bréerette, Geneviève.  
710 2 Ecole nationale des beaux-arts de Bourges.  
**710 2** *Galerie La Box.*



**CORE**

020		2910164101
042		pcc
050	4	NB237.B65 \$b A4 1995
100	1	Bourgeois, Louise, \$d 1911-
245	10	Louise Bourgeois : \$b Ecole nationale des beaux-arts de Bourges / \$c [texte, Geneviève Bréerette ; traduction, Simon Pleasance].
260		Bourges, France : \$b L'Ecole, \$c 1995.
300		1 v. (unpaged) : \$b ill. (some col.) ; \$c 21 cm.
500		Cover title.
600	10	Bourgeois, Louise, \$d 1911- \$v Exhibitions.
700	1	Bréerette, Geneviève.
710	2	Ecole nationale des beaux-arts de Bourges.

***What makes this record a Core record?***

- *There is no 041 or 546.*
- *There is no 500 to indicate where the exhibition was held..*
- *There is no 504 (the 008 would still include the code for a bibliography).*
- *There is no 500 or 041 to explain that the text is in two languages (the \$c of the 245 already makes that clear).*
- *The 710 for the gallery that hosted the exhibition has not been included.*
- *The remaining 710 would not be strictly required for the Core record but was considered an important data element in the judgment of the cataloger.*

*Access has not been adversely affected. Data elements that serve to explain the cataloger's decisions or to restate information already presented in another form have been left out. Depending upon the nature of the collection and the way materials are used at his library, the cataloger might decide that some of the optional data elements are important and include them.*

## Books Format

## FULL

020	0800772040
042	pcc
082 04	823 \$2 21
100 0	Pelé, \$d 1940-
245 14	The World Cup murder / \$c Pelé with Herbert Resnicow.
260	New York, N.Y. : \$b Wynwood Press, \$c c1988.
300	318 p. ; \$c 22 cm.
700 1	Resnicow, Herbert.

**CORE**

020	0800772040
042	pcc
082 04	823 \$2 21
100 0	Pelé, \$d 1940-
245 14	The World Cup murder / \$c Pelé with Herbert Resnicow.
260	New York, N.Y. : \$b Wynwood Press, \$c c1988.
300	318 p. ; \$c 22 cm.
700 1	Resnicow, Herbert.

***What makes this record a Core record?***

- *It is often the case that there is no difference between a Full and a Core record for belles lettres. Coding the record either way would be a matter of a library's local policy or cataloger's judgment.*

## Books Format

## FULL

020	0140235868	
042	pcc	
<b>043</b>	<b><i>e-yu---</i></b>	<b><i>(043 is not required for Full records)</i></b>
050 4	DR1313 \$b .G57 1994	
100 1	Glenny, Misha.	
245 14	The fall of Yugoslavia : \$b the third Balkan war / \$c Misha Glenny.	
250	Rev. and updated ed.	
260	New York, N.Y. : \$b Penguin Books, \$c 1994.	
300	xiii, 257 p. : \$b 4 maps ; \$c 20 cm.	
<b>500</b>	<b><i>Includes index.</i></b>	
650 0	Yugoslav War, 1991-1995.	

## CORE

020	0140235868
042	pcc
050 4	DR1313 \$b .G57 1994
100 1	Glenny, Misha.
245 14	The fall of Yugoslavia : \$b the third Balkan war / \$c Misha Glenny.
250	Rev. and updated ed.
260	New York, N.Y. : \$b Penguin Books, \$c 1994.
300	xiii, 257 p. : \$b 4 maps ; \$c 20 cm.
650 0	Yugoslav War, 1991-1995.

*What makes this record a Core record?*

- *There is no eye-readable note indicating that the work includes an index, although the 008 would still include the code for an index. Because template records or function keys make it easy to include standard notes in records, a local institution or the cataloger might choose to do a Full record in this case without any loss of time or efficiency.*

## Books Format

## FULL

042 pcc  
 050 4 TP245.C4 \$b F67 1993a  
 100 1 Foster, Kenneth Lee.  
 245 14 The role of micropore size and chemical nature of the pore surface on the  
 adsorption properties of activated carbon fibers / \$c by Kenneth Lee Foster.  
 260 \$c 1993.  
 300 xiv, 189 leaves : \$b ill. ; \$c 29 cm.  
 502 Thesis (Ph. D.)--University of Illinois at Urbana-Champaign, 1993.  
 504 *Includes bibliographical references (leaves 184-188).*  
 533 Photocopy. \$b Ann Arbor, Mich. : \$c UMI, \$d 1994. \$e xiv, 189 p. ; 22 cm.  
 500 "9411625."  
 650 0 Carbon, Activated.  
 650 0 Porosity.  
 650 0 *Gases \$x Absorption and adsorption \$x Measurement.*  
 650 0 *Volatile organic compounds.*  
 650 0 *Gas flow.*  
 650 0 *Decontamination (from gases, chemicals, etc.)*

**CORE**

042	pcc
050 4	TP245.C4
100 1	Foster, Kenneth Lee.
245 14	The role of micropore size and chemical nature of the pore surface on the adsorption properties of activated carbon fibers / \$c by Kenneth Lee Foster.
260	\$c 1993.
300	xiv, 189 leaves : \$b ill. ; \$c 29 cm.
502	Thesis (Ph. D.)--University of Illinois at Urbana-Champaign, 1993.
533	Photocopy. \$b Ann Arbor, Mich. : \$c UMI, \$d 1994. \$e xiv, 189 p. ; 22 cm.
650 0	Carbon, Activated.
650 0	Porosity.

***What makes this record a Core record?***

- *The call number field only includes the classification. The subfield \$b portion (Cutters relating to specific shelf location) are not required for Core records, even for those formats where a classification number is required. A library that does not ordinarily classify some types of materials might supply a classification number in order to be able to submit a record as a BIBCO record but would have no need (or obligation within the Program) to supply the shelf location Cutter.*
- *There is no 504 (the 008 would still include the code for a bibliography).*
- *There is no 500 to account for unexplained numbering that appears on the piece.*
- *The subject analysis covers only the primary topics.*

*Access has not been adversely affected. The 500 note would not add any information for a library user. Additional subject headings could be included if the local collection were sufficiently specialized to make them useful.*

## Books Format

## FULL

020 0646196073  
 042 pcc  
**043** *u-at-we* (043 is not required for Full records)  
 050 4 QE571 \$b .S43 1994  
 245 04 The sedimentary basins of Western Australia / \$c edited by P.G. and R.R. Purcell.  
 246 14 *Proceedings, West Australian Basins Symposium, Perth, Western Australia, 1994*  
 260 Perth, W.A. : \$b Petroleum Exploration Society of Australia, \$c 1994.  
 300 x, 864 p., [7] folded p. of plates : \$b ill. (some col.), maps (some col.) ; \$c 29 cm.  
 500 *"Based on the proceedings of the West Australian Basins Symposium sponsored by the Western Australian Branch of the Petroleum Exploration Society of Australia Limited and held in Perth, Western Australia, August 14-17, 1994"--Added t.p. verso.*  
 500 *Pre-published proceedings, July 1994. Cf. pref.*  
 504 *Includes bibliographical references.*  
 505 0 *Introduction -- Basin framework and evolution -- Petroleum systems and resources -- North West Shelf -- Bonaparte Basin -- Browse Basin -- Carnarvon Basin -- Barrow and Exmouth Sub-Basins -- Dampier and Beagle Sub-Basins - North West Shelf fields and discoveries -- Canning Basin -- Perth Basin -- Proterozoic basins.*  
 650 0 Sedimentary basins \$z Australia \$z Western Australia \$v Congresses.  
 650 0 Petroleum \$x Geology \$z Australia \$z Western Australia \$v Congresses.  
 650 0 Geology, Stratigraphic \$v Congresses.  
**650 0** *Oil fields \$z Australia \$z Western Australia \$v Congresses.*  
 700 1 Purcell, Peter G.  
 700 1 Purcell, R. R. \$q (Robyn R.)  
 711 2 West Australian Basins Symposium \$d (1994 : \$c Perth, W.A.)  
**710 2** *Petroleum Exploration Society of Australia. \$b Western Australian Branch.*



## CORE

020 0646196073  
 042 pcc  
 050 4 QE571 \$b .S43 1994  
 245 04 The sedimentary basins of Western Australia / \$c edited by P.G. and R.R. Purcell.  
 260 Perth, W.A. : \$b Petroleum Exploration Society of Australia, \$c 1994.  
 300 x, 864 p., [7] folded p. of plates : \$b ill. (some col.), maps (some col.) ; \$c 29 cm.  
 650 0 Sedimentary basins \$z Australia \$z Western Australia \$v Congresses.  
 650 0 Petroleum \$x Geology \$z Australia \$z Western Australia \$v Congresses.  
 650 0 Geology, Stratigraphic \$v Congresses.  
 700 1 Purcell, Peter G.  
 700 1 Purcell, R. R. \$q (Robyn R.)  
 711 2 West Australian Basins Symposium \$d (1994 : \$c Perth, W.A.)

*What makes this record a Core record?*

- *There is no 246 for an alternative form of the title.*
- *A 500 note justifying the 711 is not included.*
- *There is no 504 (the 008 would still include the code for a bibliography).*
- *A contents note has not been included. Contents notes are required when there are multipart items with separate titles.*
- *The subject analysis covers only the primary topics.*
- *The sponsoring agency has not been deemed a necessary access point.*

*Data elements that serve to explain the cataloger's decisions or to restate information already presented in another form have been left out, as has one subject heading covering a secondary topic. Depending upon the nature of the collection and the way materials are used at her library, the cataloger might decide that some of the optional data elements are important and include them.*

## Books Format

## FULL

020 0312155344  
 042 pcc  
**043 e-uk-en** *(043 is not required for Full records)*  
 050 4 ML421.B4 \$b S87 1997  
 100 1 Sulpy, Doug.  
**240 10 Drugs, divorce, and a slipping image**  
 245 10 Get back : \$b the unauthorized chronicle of the Beatles' "Let it be" disaster / \$c  
 Doug Sulpy, Ray Schweighardt.  
 250 1st St. Martin's Press ed.  
 260 New York : \$b St. Martin's Press, \$c 1997.  
 300 332 p. ; \$c 25 cm.  
**500 Includes index.**  
 610 20 Beatles. \$t Let it be.  
 650 0 Rock musicians \$z England \$v Biography.  
 700 10 Schweighardt, Ray.

**CORE**

020 0312155344  
 042 pcc  
 050 4 ML421.B4 \$b S87 1997  
 100 1 Sulpy, Doug.  
 245 10 Get back : \$b the unauthorized chronicle of the Beatles' "Let it be" disaster / \$c  
 Doug Sulpy, Ray Schweighardt.  
 250 1st St. Martin's Press ed.  
 260 New York : \$b St. Martin's Press, \$c 1997.  
 300 332 p. ; \$c 25 cm.  
 610 20 Beatles. \$t Let it be.  
 650 0 Rock musicians \$z England \$v Biography.  
 700 10 Schweighardt, Ray.

***What makes this record a Core record?***

- *The uniform title is not provided because it was not readily available. This saves research time for the cataloger without compromising access for the library user.*
- *There is no eye-readable note indicating that the work includes an index, although the 008 would still include the code for an index.*

## Music Format

## FULL

- 028 30 MM112 \$b Margun Music, Inc.  
 042 pcc  
**045 1 \$b d1917 \$b d1947**  
**048 wa01 \$a wb01 \$a wc01 \$a ba01 \$a wd01**  
 050 4 M559.R32 \$b T6 1995  
 100 1 Ravel, Maurice, \$d 1875-1937.  
 240 10 Tombeau de Couperin; \$o arr.  
 245 13 Le tombeau de Couperin / \$c Maurice Ravel ; arr. by Gunther Schuller.  
 260 Newton, MA (167 Dudley Road, Newton Centre, MA 02159) : \$b Margun Music, \$c 1995.  
 300 1 miniature score (41 p. ) ; \$c 22 cm.  
**306 002400**  
 500 Arr. for flute (or piccolo), oboe, clarinet in A, horn in F, and bassoon; originally for piano.  
**500 "The present arrangement of Ravel's 'Tombeau de Couperin,' although only published in 1995, dates from 1947."**  
**500 Duration: 24 min.**  
**505 0 Prelude – Fugue – Forlane – Rigaudon – Menuet – Toccata.**  
 500 Publisher's no.: MM112.  
 650 0 Suites (Bassoon, clarinet, flute, horn, oboe), Arranged \$v Scores.  
**600 10 Couperin, François, \$d 1668-1733 \$v Songs and music.**  
 700 1 Schuller, Gunther.

**CORE**

028 30 MM112 \$b Margun Music, Inc.  
 042 pcc  
 050 4 M559.R32 \$b T6 1995  
 100 1 Ravel, Maurice, \$d 1875-1937.  
 240 10 Tombeau de Couperin; \$o arr.  
 245 13 Le tombeau de Couperin / \$c Maurice Ravel ; arr. by Gunther Schuller.  
 260 Newton, MA (167 Dudley Road, Newton Centre, MA 02159) : \$b Margun Music, \$c 1995.  
 300 1 miniature score (41 p.) ; \$c 22 cm.  
 500 Arr. for flute (or piccolo), oboe, clarinet in A, horn in F, and bassoon; originally for piano.  
 500 Publisher's no.: MM112.  
 650 0 Suites (Bassoon, clarinet, flute, horn, oboe), Arranged \$v Scores.  
 700 1 Schuller, Gunther.

***What makes this record a Core record?***

- *The 045 and 048 are not included.*
- *The 306 is not provided..*
- *A 500 note providing background information on the item is not included.*
- *A note indicating the duration of the piece is left out.*
- *A contents note has not been supplied.*
- *The subject analysis covers only the primary topic.*

## Music Format

## FULL

## RLIN:

007 SOUND RECORDING (COM:s))  
 SMD:d SPD:f SND:u GRV:n DIM:g WID:n TC:n KD:m KM:m KC:n RC:e CAP:d

## OCLC:

007 s \$b d \$d f \$e u \$f n \$g g \$h n \$i n \$j m \$k m \$l n \$m e \$n d  
 028 02 RIC 098112 \$b Ricercar  
 033 00 **199201—**  
 041 0 \$g engfreger \$h fre  
 042 pcc  
 045 2 **\$b d1624 \$b d1698**  
 047 **cz \$a pv \$a sn \$a su**  
 048 **se05 \$a ke**  
 048 **se08 \$a ke**  
 048 **se03 \$a ke**  
 048 **se02 \$a ke**  
 048 **se01 \$a ke**  
 048 **se04**  
 245 00 Deutsche Barock Kammermusik. \$n V \$h [sound recording].  
 260 [Belgium?] : \$b Ricercar ; \$a [New York] : \$b [distributed by] Qualiton  
 Imports, \$c [1992?]  
 300 1 sound disc : \$b digital ; \$c 4 ¾ in.  
 500 Music for 1-8 viole da gamba and continuo.  
 511 0 Ricercar Consort ; Philippe Pierlot, conductor.  
 518 ***Recorded at the Filosofisch Theologisch College van de Societeit van  
 Jezus V.Z.W. Heverlee, Jan. 1992.***  
 500 ***Compact disc.***  
 500 ***Distributor from label on container.***  
 500 ***Program notes in French with English and German translations (23 p.)  
 inserted in container.***  
 505 0 ***Canzon à 5 voc. Super O Nachbar Roland / Samuel Scheidt (6:24) –  
 Canzon mitt 8 Viol di gamben / Johan Hentzschel (4:32) – Padouana V  
 (4:35) ; Gagliarda V (2:16) / Isaac Posch – Sonata à tre viol da gamba  
 (d-moll) / Johann Michael Nicolai (13:12) – Sonata II à 2 (e-moll) /  
 August Kühnel (11:07) – Sonata (a-moll) / Johan Schenck (6:29) – Suite  
 (D-Dur) / David Funck (8:58)***  
 650 0 Viola da gamba and continuo music.  
 650 0 Trio sonatas (Viole da gamba (2) and continuo)  
 650 0 ***Sonatas (Viola da gamba and continuo)***  
 650 0 ***Suites (Viole da gamba (4))***  
 650 0 Viol ensembles.  
 650 0 ***Chamber music \$z Germany \$y 17th century.***  
 700 1 Pierlot, Philippe. \$4 cnd

- 700 12 Scheidt, Samuel, \$d 1587-1654. *\$t Paduana, galliarda, couranta, alemande, intrada, canzonetto. \$p Canzon super O Nachbar Roland.*
- 700 12 Hentzschel, Johann. *\$t Canzona, \$m viole da gamba (8), continuo.*
- 700 12 Posch, Isaac, \$d d. 1622 or 3. *\$t Musicalische Tafelfreudt. \$p Paduana, \$n no. 5.*
- 700 12 Posch, Isaac, \$d d. 1622 or 3. *\$t Musicalische Tafelfreudt. \$p Gagliarda, \$n no. 5.*
- 700 12 Nicolai, Johann Michael, \$d 1629-1685. *\$t Sonatas, \$m viole da gamba (3), continuo, \$r D minor.*
- 700 12 Kühnel, August, \$d 1645-ca. 1700. *\$t Sonate o partite. \$p Sonata, \$n no. 2.*
- 700 12 Schenck, Johann, \$d 1656?-ca. 1712. *\$t Scherzi musicali. \$p Sonata, \$r A minor.*
- 700 12 Funck, David, \$d 1629-1690. *\$t Stricturae viola-di gambicae. \$k Selections.*
- 710 2 Ricercar consort. \$4 prf
- 740 01 *O Nachbar Roland.*

## CORE

## RLIN:

007 SOUND RECORDING (COM:s)  
 SMD:d SPD:f SND:u GRV:n DIM:g WID:n TC:n KD:m KM:m KC:n RC:e CAP:d

## OCLC:

007 s \$b d \$d f \$e u \$f n \$g g \$h n \$i n \$j m \$k m \$l n \$m e \$n d  
 028 02 RIC 098112 \$b Ricercar *(unlike Core standards for books,*  
 041 0 \$g engfreger \$h fre *parts of the 041 are required for*  
 042 pcc *sound recordings)*  
 245 00 Deutsche Barock Kammermusik. \$n V \$h [sound recording].  
 260 [Belgium?] : \$b Ricercar ; \$a [New York] : \$b [distributed by] Qualiton  
 Imports, \$c [1992?]  
 300 1 sound disc : \$b digital ; \$c 4 ¾ in.  
 500 Music for 1-8 viole da gamba and continuo.  
 511 0 Ricercar Consort ; Philippe Pierlot, conductor.  
 505 0 Canzon à 5 voc. Super O Nachbar Roland / Samuel Scheidt (6:24) –  
 Canzon mitt 8 Viol di gamben / Johan Hentzschel (4:32) – Padouana V  
 (4:35) ; Gagliarda V (2:16) / Isaac Posch – Sonata à tre viol da gamba  
 (d-moll) / Johann Michael Nicolai (13:12) – Sonata II à 2 (e-moll) /  
 August Kühnel (11:07) – Sonata (a-moll) / Johan Schenck (6:29) – Suite  
 (D-Dur) / David Funck (8:58)  
 650 0 Viola da gamba and continuo music.  
 650 0 Trio sonatas (Viole da gamba (2) and continuo)  
 650 0 Viol ensembles.  
 700 1 Pierlot, Philippe. \$4 cnd  
 700 1 Scheidt, Samuel, \$d 1587-1654.  
 700 1 Hentzschel, Johann.  
 700 1 Posch, Isaac, \$d d. 1622 or 3.  
 700 1 Nicolai, Johann Michael, \$d 1629-1685.  
 700 1 Kühnel, August, \$d 1645-ca. 1700.  
 700 1 Schenck, Johann, \$d 1656?-ca. 1712.  
 700 1 Funck, David, \$d 1629-1690.  
 710 2 Ricercar consort. \$4 prf

*What makes this record a Core record?*

- *There are no optional 0XX fields.*
- *There is no 518 containing that information in textual form.*
- *There are no 500 notes to state information that is already provided elsewhere or to justify elements of the description.*
- *There is no contents note.*
- *Subject analysis covers only the primary topics.*
- *Analytic title entries are not provided.*



## Visual Materials Format

## FULL

## RLIN:

007 VIDEORECORDING (COM:v)  
SMD:f CL:m VF:b SEP:a MDS:h WD:o KS:u

## OCLC:

007 v \$b f \$d m \$e b \$f a \$g h \$h o \$i u  
028 40 FFH 2698 \$b Films for the Humanities  
042 pcc  
**043 e-uk-en (043 is not required for Full)**  
**050 4 DA677 \$b .L63 1991 no.6 (multiple classification numbers**  
**050 4 DA683 \$b .L63 1991 are not required)**  
**082 04 942**  
245 00 Late Victorian London \$h [videorecording] : \$b the hub of the world,  
1850-1897 / \$c produced by John Michael Phillips ; Thames colour  
production.  
**246 30 Hub of the world, 1850-1897**  
246 1 \$i Title on container: \$a London, 1850-1897  
260 Princeton, NJ : \$b Films for the Humanities, \$c c1991.  
300 1 videocassette (20 min.) : \$b sd., col. with b&w sequences ; \$c ½ in.  
440 0 London, the making of a city  
538 VHS.  
**511 0 Host: Benny Green.**  
**508 Camera, Frank Hodge; editor, Oscar Webb.**  
**500 Originally broadcast in 1976.**  
520 Describes London from 1850-1897, as railways began to carve up London,  
the great expropriations of land began, suburbia was born, and sewers  
were constructed. By 1900, the outlines of modern London had been  
fixed, the population reached 6.5 million, and living conditions for the  
poor continued to worsen while the more fortunate enjoyed the  
good life.  
651 0 London (England) \$x History \$y 19th century.  
651 0 London (England) \$x Description and travel.  
**651 0 Great Britain \$x History \$y 19th century.**  
700 1 Phillips, John Michael.  
**700 1 Green, Benny, \$d 1927-**  
710 2 Films for the Humanities (Firm)  
**710 2 Thames International (Firm)**

**CORE****RLIN:**

007           VIDEORECORDING (COM:v)  
 SMD:f CL:m VF:b SEP:a MDS:h WD:o KS:u

**OCLC:**

007           v \$b f \$d m \$e b \$f a \$g h \$h o \$i u  
 028 40       FFH 2698 \$b Films for the Humanities  
 042           pcc  
 245 00       Late Victorian London \$h [videorecording] : \$b the hub of the world,  
               1850-1897 / \$c produced by John Michael Phillips.  
 246 1       \$ i Title on container: \$a London, 1850-1897  
 260           Princeton, NJ : \$b Films for the Humanities, \$c c1991.  
 300           1 videocassette (20 min.) : \$b sd., col. with b&w sequences ; \$c ½ in.  
 440 0       London, the making of a city  
 538           VHS.  
 520           Describes London from 1850-1897, as railways began to carve up London,  
               the great expropriations of land began, suburbia was born, and sewers  
               were constructed. By 1900, the outlines of modern London had been  
               fixed, the population reached 6.5 million, and living conditions for the  
               poor continued to worsen while the more fortunate enjoyed the  
               good life.  
 651 0       London (England) \$x History \$y 19th century.  
 651 0       London (England) \$x Description and travel.  
 700 1       Phillips, John Michael.  
 710 2       Films for the Humanities (Firm)

***What makes this record a core record?***

- *There is no classification required for Core records for moving image materials.*
- *There is no alternative form of the title provided.*
- *Optional notes to justify added entries are not provided.*
- *Subject analysis covers primary topics only.*
- *Several added entries not considered essential are not included.*

## Visual Materials Format

## FULL

## RLIN:

007 VIDEORECORDING (COM:v)  
SMD:f CL:m VF:b SEP:a MDS:h WD:o KS:u

## OCLC:

007 v \$b f \$d m \$e b \$f a \$g h \$h o \$i u  
020 1565018788  
**024 1 3396114123 (024 is not required for Full records)**  
028 42 AAE-14123 \$b A&E Home Video  
042 pcc  
**043 e-ur--- (043 is not required for Full records)**  
**050 4 NK7398.F32 \$b F324 1996**  
245 04 The fabulous world of Fabergé \$h [videorecording] / \$c Weller/Grossman  
Productions for A&E Network ; producer and writer, Sue Nadell.  
260 [New York, N.Y.] : \$b A&E Home Video : **\$b New Video Group**  
**[distributor]**, \$c 1996.  
300 1 videocassette (50 min.) : \$b sd., col. with b&w sequences ; \$c ½ in.  
538 VHS.  
**508 Narrator, Robb Weller ; editor, Andrew Corwin.**  
520 Traces the life of Peter Carl Fabergé, a jeweler and goldsmith whose creations  
transcended mere decoration. He became famous in Russia when he crafted a  
jeweled Easter egg for Czar Alexander III. This is the story of an artist whose  
priceless masterpieces continue to captivate people worldwide.  
**500 One episode of the television program Biography.**  
600 10 Fabergé, Peter Carl, \$d 1846-1920.  
**610 20 Fabergé (Firm)**  
650 0 Jewelry \$z Russia \$x History \$y 20th century.  
**650 0 Jewelers \$v Biography.**  
650 0 Art objects, Russian.  
**650 0 Easter eggs \$z Russia \$x History.**  
**650 0 Decorative arts \$z Russia \$x History.**  
**650 0 Documentary television programs.**  
700 1 Nadell, Sue.  
**700 1 Corwin, Andrew.**  
**700 1 Weller, Robb.**  
710 2 Weller/Grossman Productions.  
710 2 Arts and Entertainment Network.  
710 2 A & E Home Video (Firm)  
**710 2 New Video Group.**  
**730 0 Biography (Television program)**

**CORE****RLIN:**

007 VIDEORECORDING (COM:v)  
 SMD:f CL:m VF:b SEP:a MDS:h WD:o KS:u

**OCLC:**

007 v \$b f \$d m \$e b \$f a \$g h \$h o \$i u  
 020 156018788  
 028 42 AAE-14123 \$b A&E Home Video  
 042 pcc  
 245 04 The fabulous world of Fabergé \$h [videorecording] / \$c Weller/Grossman  
 Productions for A&E Network ; producer & writer, Sue Nadell.  
 260 [New York, N.Y.] : \$b A&E Home Video, \$c c1996.  
 300 1 videocassette (50 min.) : \$b sd., col. with b&w sequences ; \$c ½ in.  
 538 VHS.  
 520 Traces the life of Peter Carl Fabergé, a jeweler and goldsmith whose creations  
 transcended mere decoration. He became famous in Russia when he crafted a  
 jeweled Easter egg for Czar Alexander III. This is the story of an artist whose  
 priceless masterpieces continue to captivate people worldwide.  
 600 10 Fabergé, Peter Carl, \$d 1846-1920.  
 650 0 Jewelry \$z Russia \$x History \$y 20th century.  
 650 0 Art objects, Russian.  
 700 1 Nadell, Sue.  
 710 2 Weller/Grossman Productions.  
 710 2 Arts and Entertainment Network.  
 710 2 A & E Home Video (Firm)

***What makes this record a Core record?***

- *Classification is optional for this format and is not included.*
- *Distributor information is not included.*
- *500 fields justifying added entries and the accompanying added entries are not included.*
- *Subject analysis covers primary topics only.*

*If the cataloger had considered the added entries important, they could have been provided; there still would have been no need for the 5XX fields to justify the added entries.*

## Books Format

## FULL

020 0226242005  
**020 0226242013 (pbk.)**  
042 pcc  
050 4 HQ1190 \$b .B48 1993  
245 00 Beyond economic man : \$b feminist theory and economics / \$c edited by  
Marianne A. Ferber and Julie A. Nelson.  
260 Chicago : \$b University of Chicago Press, \$c 1993.  
300 178 p. ; \$c 24 cm.  
**504 Includes bibliographical references and index.**  
**505 0 Introduction : the social construction of economics and the social construction  
of gender / Marianne A. Ferber and Julie A. Nelson -- The study of choice or  
the study of provisioning? Gender and the definition of neoclassical  
assumptions / Paula England -- Not a free market : the rhetoric of disciplinary  
authority in economics / Diana Strassmann -- Some consequences of a  
conjective economics / Donald N. McCloskey -- Socialism, feminist and  
scientific / Nancy Folbre -- Public or private? Institutional economics and  
feminism / Ann L. Jennings -- Discussion and challenges. What should  
mainstream economists learn from feminist theory? / Rebecca M. Blank --  
Race, deconstruction, and the emergent agenda of feminist economic theory /  
Rhonda M. Williams -- Feminist theory, women's experience, and economics /  
Robert M. Solow -- Economics for whom? / Helen E. Longino.**  
650 0 Feminist economics.  
700 1 Ferber, Marianne A., \$d 1923-  
700 1 Nelson, Julie A., \$d 1956-

**CORE**

020 0226242005  
 042 pcc  
 050 4 HQ1190 \$b .B48 1993  
 245 00 Beyond economic man : \$b feminist theory and economics / \$c edited by  
 Marianne A. Ferber and Julie A. Nelson.  
 260 Chicago : \$b University of Chicago Press, \$c 1993.  
 300 178 p. ; \$c 24 cm.  
 650 0 Feminist economics.  
 700 1 Ferber, Marianne A., \$d 1923-  
 700 1 Nelson, Julie A., \$d 1956-

***What makes this record a Core record?***

- ***Multiple 020 fields are not included.***
- ***There is no 504 (the 008 would still include the code for a bibliography and index).***
- ***No contents note is included. If the cataloger considered it important, s/he could provide a partial contents note and still code this as a Core record.***

## Books Format

## FULL

020 0486246124 (pbk.)  
042 pcc  
050 4 TT840 \$b .N558 1984  
100 1 Nicholls, Elgiva.  
245 10 Tatting : \$b technique & history / \$c Elgiva Nicholls.  
260 New York : \$b Dover Publications, \$c 1984.  
300 128 p., 18 p. of plates : \$b ill. ; \$c 24 cm.  
500 *Reprint. Originally published: London : Vista Books, 1962.*  
504 *Includes bibliographical references (p. 126) and index.*  
650 0 Tatting.

**CORE**

020	0486246124 (pbk.)
042	pcc
050 4	TT840
100 1	Nicholls, Elgiva.
245 10	Tatting : \$b technique & history / \$c Elgiva Nicholls.
260	New York : \$b Dover Publications, \$c 1984.
300	128 p., 18 p. of plates : \$b ill. ; \$c 24 cm.
650 0	Tatting.

***What makes this record a Core record?***

- *The call number field only includes the classification. The subfield \$b portion (Cutters relating to specific shelf location) are not required for Core records, even for those formats where a classification number is required.*
- *There is no note giving the history of the publication.*
- *There is no 504 (the 008 would still include the code for a bibliography and index).*



## Books Format

## FULL

- 020 0801846242  
**020 0801846277 (pbk.)**  
 042 pcc  
 082 04 809/.93354 \$2 21  
 245 00 Death and representation / \$c edited by Sarah Webster Goodwin and Elisabeth Bronfen.  
 260 Baltimore : \$b Johns Hopkins University Press, \$c c1993.  
 300 vii, 336 p. : \$b ill. ; \$c 24 cm.  
 490 1 Parallax  
**500 *Chiefly a collection of essays originally presented at a colloquium held Nov. 1988 at the Harvard Center for Literary and Cultural Studies.***  
**504 *Includes bibliographical references.***  
**505 0 *Touching death / Ernst van Alphen -- A valediction for bidding mourning : death and the narratee in Brontë's Vilette / Garrett Stewart -- Lacan, the death drive, and the dream of the burning child / Ellie Ragland Sullivan -- Risky resemblances : on repetition, mourning, and representation / Elisabeth Bronfen -- Painting the dead : portraiture and necrophilia in Victorian art and poetry / Carol Christ -- Romanticism and the ghost of prostitution : Freud, Maria, and "Alice Fell" / Sarah Webster Goodwin -- Writing as voodoo : sorcery, hysteria, and art / Regina Barreca -- Women in the forbidden zone : war, women, and death / Margaret R. Higonnet -- Euripides' Alcestis : how to die a normal death in Greek tragedy / Charles Segal -- Beheadings / Regina Janes -- "Who kills whores?" "I do," says Jack : race and gender in Victorian London / Sander L. Gilman -- Representing Sati : continuities and discontinuities / Rajeswari Sunder Rajan -- Afterword : Walter Benjamin and the crisis of representation : multiplicity, meaning, and athematic death / Ronald Schleifer.***  
 650 0 Death in literature \$v Congresses.  
 650 0 Mimesis in literature \$v Congresses.  
 650 0 Women in literature \$v Congresses.  
**650 0 *Literature \$x History and criticism \$v Congresses.***  
 700 1 Goodwin, Sarah McKim Webster, \$d 1953-  
 700 1 Bronfen, Elisabeth.  
**830 0 Parallax (Baltimore, Md.)**

**CORE**

020	0801846242
042	pcc
082 04	809/.93354 \$2 21
245 00	Death and representation / \$c edited by Sarah Webster Goodwin and Elisabeth Bronfen.
260	Baltimore : \$b Johns Hopkins University Press, \$c c1993.
300	vii, 336 p. : \$b ill. ; \$c 24 cm.
490 0	Parallax
650 0	Death in literature \$v Congresses.
650 0	Mimesis in literature \$v Congresses.
650 0	Women in literature \$v Congresses.
700 1	Goodwin, Sarah McKim Webster, \$d 1953-
700 1	Bronfen, Elisabeth.

***What makes this record a Core record?***

- *Multiple 020 fields are not included.*
- *There is no note explaining the nature of the publication.*
- *There is no 504 (the 008 would still include the code for a bibliography).*
- *No contents note is included. If the cataloger considered it important, s/he could provide a partial contents note and still code this as a Core record.*
- *Subject analysis covers primary topics only.*
- *The series has been coded 490 0. This could be done if there were no national series authority record and the cataloger chose not to establish or trace the series. If there were already a series authority record, the cataloger would be required to follow the form and tracing practice on the bibliographic record and would record it as it has been recorded in the Full record.*

## Books Format

## FULL

020 0271013133 (cloth)  
**020 0271013141 (pbk.)**  
**041 1 eng \$h fre**  
 042 pcc  
**043 mm----- \$a e----- \$a n-us--- (043 is not required in a Full record)**  
 050 4 BL238 \$b .K4613 1994  
 100 1 Kepel, Gilles.  
 240 10 Revanche de Dieu. \$l English  
 245 14 The revenge of God : \$b the resurgence of Islam, Christianity, and Judaism in the  
 modern world / \$c Gilles Kepel ; translated by Alan Braley.  
 260 University Park, Pa. : \$b Pennsylvania State University Press, \$c 1994.  
 300 215 p. ; \$c 24 cm.  
**504 Includes bibliographical references and index.**  
 650 0 Religious fundamentalism \$x History.  
**650 0 Islam \$z Mediterranean Region \$x History \$y 20th century.**  
**610 20 Catholic Church \$z Europe \$x History \$y 1965-**  
**650 0 Protestant churches \$z United States \$x History \$y 20th century.**  
**650 0 Judaism \$y 20th century.**  
**651 0 Europe \$x Church history \$y 20th century.**  
**651 0 Mediterranean Region \$x Religion.**  
**700 1 Braley, Alan.**

**CORE**

020	0271013133
042	pcc
050 4	BL238 \$b .K4613 1994
100 1	Kepel, Gilles.
240 10	Revanche de Dieu. \$l English
245 14	The revenge of God : \$b the resurgence of Islam, Christianity, and Judaism in the modern world / \$c Gilles Kepel ; translated by Alan Braley.
260	University Park, Pa. : \$b Pennsylvania State University Press, \$c 1994.
300	215 p. ; \$c 24 cm.
650 0	Religious fundamentalism \$x History.

***What makes this record a Core record?***

- *Multiple 020 fields are not included.*
- *041 field is not required.*
- *There is no 504 (the 008 would still include the code for a bibliography and index).*
- *Subject analysis covers primary topics only.*
- *Added entry for translator is not included.*

***The uniform title is included in this Core record because it is readily identifiable from the publication in hand.***

## Books Format

## FULL

020 0820314854  
 042 pcc  
**043** *n-us---* *(043 is not required for Full records)*  
 050 4 PS316 \$b .O43 1993  
 100 1 Olney, James.  
 245 14 The language(s) of poetry : \$b Walt Whitman, Emily Dickinson, Gerard Manley  
 Hopkins / \$c James Olney.  
**246 3** *Language of poetry*  
**246 3** *Languages of poetry*  
 260 Athens : \$b University of Georgia Press, \$c c1993.  
 300 xiv, 158 p. ; \$c 23 cm.  
 440 0 Jack N. and Addie D. Averitt lecture series ; \$v no. 2  
**504** *Includes bibliographical references (p. [151]-153) and  
 index.*  
 650 0 American poetry \$y 19th century \$x History and criticism.  
 600 10 Whitman, Walt, \$d 1819-1892 \$x Criticism and interpretation.  
 600 10 Dickinson, Emily, \$d 1830-1886 \$x Criticism and interpretation.  
 600 10 Hopkins, Gerard Manley, \$d 1844-1889 \$x Criticism and interpretation.

**CORE**

020	0820314854
042	pcc
050 4	PS316 \$b .O43 1993
100 1	Olney, James.
245 14	The language(s) of poetry : \$b Walt Whitman, Emily Dickinson, Gerard Manley Hopkins / \$c James Olney.
260	Athens : \$b University of Georgia Press, \$c c1993.
300	xiv, 158 p. ; \$c 23 cm.
440 0	Jack N. and Addie D. Averitt lecture series ; \$v no. 2
650 0	American poetry \$y 19th century \$x History and criticism.
600 10	Whitman, Walt, \$d 1819-1892 \$x Criticism and interpretation.
600 10	Dickinson, Emily, \$d 1830-1886 \$x Criticism and interpretation.
600 10	Hopkins, Gerard Manley, \$d 1844-1889 \$x Criticism and interpretation.

***What makes this record a Core record?***

- *There are no alternate title fields.*
- *There is no 504 (the 008 would still include the code for a bibliography and index).*

## Books Format

## FULL

020 0918006325 : \$c \$18.00 (*ARL members*), \$25.00 (*nonmembers*)  
 042 pcc  
 043 *n-us--- \$a n-cn---*  
 050 4 Z682.4.S94 \$b D67 1998  
 100 1 Dorrian, Jean M.  
 245 10 Educational background of systems librarians / \$c Jean M. Dorrian ; edited  
 by Laura A. Rounds.  
 260 Washington, DC : \$b Association of Research Libraries, Office of  
 Leadership and Management Services, \$c c1998.  
 300 49 p. : \$b ill. ; \$c 28 cm.  
 440 0 OLMS occasional paper ; \$v #20  
 500 *"April 1998."*  
 504 *Includes bibliographical references (p. 47-49).*  
 650 0 Systems librarians \$x Education \$z United States.  
 650 0 Systems librarians \$x Education \$z Canada.  
 700 1 Rounds, Laura.  
 710 2 *Association of Research Libraries. \$b Office of Leadership and  
 Management Services.*

*SACO subject and classification proposals were needed to support this bibliographic record; see example SAP-6 in SACO section and LCCP-3 in Classification Proposal section.*

**CORE**

020 0918006325  
 042 pcc  
 050 4 Z682.4.S94 \$b D67 1998  
 100 1 Dorrian, Jean M.  
 245 10 Educational background of systems librarians / \$c Jean M. Dorrian ; edited  
 by Laura A. Rounds.  
 260 Washington, DC : \$b Association of Research Libraries, Office of  
 Leadership and Management Services, \$c c1998.  
 300 49 p. : \$b ill. ; \$c 28 cm.  
 440 0 OLMS occasional paper ; \$v #20  
 650 0 Systems librarians \$x Education \$z United States.  
 650 0 Systems librarians \$x Education \$z Canada.  
 700 1 Rounds, Laura.

*SACO subject and classification proposals were needed to support this bibliographic record; see example SAP-6 in SACO section and LCCP-3 in Classification Proposal section. SACO and classification proposals are required for Core records, as well as Full.*

*What makes this record a Core record?*

- *The subfield \$c of the 020 is not included.*
- *The 500 note relating to the printing information is not included.*
- *There is no 504 (the 008 would still include the code for a bibliography).*
- *An added entry for the publisher was not considered essential by the cataloger.*



## Books Format

## FULL

- 042 pcc  
**050 0** **GA101 \$b .C34 vol. 35, no. 1-2 (multiple 050s are optional)**  
 050 4 GA102.3 \$b .F73 1999  
 100 1 Fremlin, Gerald.  
 245 10 Maps as mediated seeing / \$c Gerald Fremlin with Arthur H. Robinson.  
 260 North York, ON : \$b University of Toronto Press, \$c c1999.  
 300 141 p. : \$b ill. ; \$c 28 cm.  
 490 1 Cartographica, \$x 0317-7173 ; \$v v. 35, no. 1/2 (spring & summer 1998)  
 = monograph 51  
**500 "Published May, 1999."**  
**504 Includes bibliographical references (p. 135-137) and index.**  
**505 0 Nine short essays about maps -- What is it that is represented on a topographical map? -- The relationship of topography to landscape -- What kind of thing is a map? : not a globe, maybe a picture -- A close relative of maps : letter-rack trompe-l'oeil -- The imagery of topographical maps -- Relief representation -- Process as the subject of thematic maps -- Relationships of thematic map signage to the topographical base -- The case for thematic maps as mediated seeing -- Kinds of thematic map -- Pictures and other non-map graphics combined with maps -- Four short essays on subjects relevant to maps.**  
 650 0 Maps.  
**650 0 Topographic maps.**  
**650 0 Thematic maps.**  
 700 1 Robinson, Arthur Howard, \$d 1915-  
 830 0 Cartographica (1980) ; \$v v. 35, no. 1-2.

***SACO subject proposal was made for Thematic maps (example not shown in SACO section).***

## CORE

042           pcc  
 050 4       GA102.3 \$b .F73 1999  
 100 1       Fremlin, Gerald.  
 245 10      Maps as mediated seeing / \$c Gerald Fremlin with Arthur H. Robinson.  
 260       North York, ON : \$b University of Toronto Press, \$c c1999.  
 300       141 p. : \$b ill. ; \$c 28 cm.  
 490 1       Cartographica, \$x 0317-7173 ; \$v v. 35, no. 1/2 (spring & summer 1998)  
               = monograph 51  
 650 0       Maps.  
 700 1       Robinson, Arthur Howard, \$d 1915-  
 830 0       Cartographica (1980) ; \$v v. 35, no. 1-2.

*What makes this record a Core record?*

- *Only one classification number is required on a Core record for books.*
- *There is no note giving printing information.*
- *There is no 504 (the 008 would still include the code for a bibliography and index).*
- *No contents note is included.*
- *The subject analysis covers only the primary topics.*

*The classification provided is for the individual title, even though the series authority record (shown below) indicates that the series is classified together. BIBCO libraries are required to follow the form and tracing practice of series in the national authority file but may deviate on classification decisions.*

005   19990708053453.5  
 050   GA101 \$b .C34  
 130 0   Cartographica (1980)  
 530 0   Cartographica \$w a  
 641   For issues that are also numbered "monograph", give both  
       numberings in the series statement, e.g. v. 34, no. 3 = monograph 50, but use  
       only authorized form of numbering in series added entry  
 642   v. 17, no. 4 \$5 DPCC \$5 DLC  
 643   Downsview, Ont., Canada \$b B.V. Gutsell \$b University of Toronto Press  
 644   f \$d analyzable parts \$5 DLC \$5 WaU  
 645   t \$5 DPCC \$5 DLC  
 646   **c \$5 DLC \$5 WaU**  
 667   Only items also numbered "monograph" are to be analyzed  
 670   Blakemore, M.J. Concepts in the history ... c1980: \$b t.p.

## Computer Files Format

## FULL

## RLIN:

007 MDF (COM:c)  
SMD:j CLO:c DME:a SN:\_ IBT:??? :FFM:? QAT:? ASO:? LCM:? RQ:?

## OCLC:

007 c \$b j \$d c \$e a

020 0135520762

042 pcc

**050 4 HF5694 \$b .H36 1996**

100 1 Handa, Puneet.

245 10 FinCoach \$h [computer file] : \$b financial management math practice program /  
\$c developed by Puneet Handa.

246 30 Financial management math practice program

250 Version A.

**256 Computer data and programs.**

260 Upper Saddle River, NJ : \$b Prentice Hall, \$c c1996.

300 4 computer disks : \$b col. ; \$c 3 1/2 in.

**516 Windows-based, self-directed learning program**

538 System requirements: IBM PC or compatible computer; 4 MB of RAM; 6 MB of hard disk space; 386 or better; VGA 256 colors or better; Windows 3.1, Windows for Workgroups 3.11, or Windows 95; Adobe Acrobat Reader (Version 2.0 supplied on disk 4).

500 Title from setup disk label.

**521 8 Geared toward learning material covered primarily in the core finance course at both the undergraduate and MBA levels.**

520 A step-by-step guide to solving corporate finance mathematics problems. Includes a built-in financial calculator and over 5 million practice problems and self-tests in corporate finance and financial management.

650 0 Business mathematics \$v Problems, exercises, etc. \$v Software.

650 0 Corporations \$x Finance \$v Problems, exercises, etc. \$v Software.

**710 2 Prentice-Hall, inc.**

**CORE****RLIN:**

007 MDF (COM:c)  
SMD:j CLO:c DME:a SN:\_ IBT:??? :FFM:? QAT:? ASO:? LCM:? RQ:?

**OCLC:**

007 c \$b j \$d c \$e a

020 0135520762

042 pcc

100 1 Handa, Puneet.

245 10 FinCoach \$h [computer file] : \$b financial management math practice program /  
\$c developed by Puneet Handa.

246 30 Financial management math practice program

250 Version A.

260 Upper Saddle River, NJ : \$b Prentice Hall, \$c c1996.

300 4 computer disks : \$b col. ; \$c 3 1/2 in.

538 System requirements: IBM PC or compatible computer; 4 MB of RAM; 6 MB of  
hard disk space; 386 or better; VGA 256 colors or better; Windows 3.1, Windows  
for Workgroups 3.11, or Windows 95; Adobe Acrobat Reader (Version 2.0  
supplied on disk 4).

500 Title from setup disk label.

520 A step-by-step guide to solving corporate finance mathematics problems. Includes  
a built-in financial calculator and over 5 million practice problems and self-tests in  
corporate finance and financial management.

650 0 Business mathematics \$v Problems, exercises, etc. \$v Software.

650 0 Corporations \$x Finance \$v Problems, exercises, etc. \$v Software.

***What makes this record a Core record?***

- *Classification is not required for the computer files format.*
- *256, 516, and 521 fields are not required. Note that the 538 field is required for both Full and Core records in this format.*
- *An added entry for the publisher was not considered essential by the cataloger.*

## Computer Files Format

## FULL

006 m\_\_\_\_\_d\_\_\_\_\_

RLIN:

007 MDF (COM:c)  
SMD:o CLO:c DME:g SN:\_ IBT:??? :FFM:? QAT:? ASO:? LCM:? RQ:?

OCLC:

007 c \$b o \$d c \$e g

020 0444827862

042 pcc

060 4 **W 26.5 \$b M489i 1997**

111 2 MEDNET 96 \$d (1996 : \$c Brighton, England)

245 14 The Internet in medicine \$h [computer file] / \$c edited by Theodorus [sic] N. Arvan[i]tis.

246 1 ***\$i HTML title screen source title: \$a MEDNET 96 CD-ROM proceedings***

246 1 ***\$i Title on container back insert: \$a Proceedings of the European Congress of the Internet in Medicine, 1996, Brighton, UK***

246 1 ***\$i Title on p. 4 of booklet: \$a Internet in medicine CD-ROM proceedings***

256 ***Computer data.***

260 Amsterdam ; \$a New York : \$b Excerpta Medica : \$b Elsevier Science, \$c c1997.

300 1 computer optical disc : \$b col. ; \$c 4 3/4 in. + \$e 1 booklet (16 p. ; 12 cm.).

490 1 Excerpta Medica international congress series ; \$v 1138

500 ***Conference proceedings.***

516 ***Text (HTML)***

538 System requirements: IBM-compatible PC 386-33 or better; Windows 3.1, 3.11, or Windows 95; 4 MB RAM; 3 MB free hard disk space; 256 color VGA adapter; double speed CD-ROM drive; mouse; HTML browser.

500 Title from title screen.

500 ***"MEDNET 96, the European Congress of the Internet in Medicine, October 14-17, 1996, Brighton, United Kingdom"--Welcome screen.***

530 ***Abstracts and texts of some papers also available on the MEDNET 96 World Wide Web home page.***

504 ***Includes bibliographical references and indexes.***

505 2 ***Digital medical libraries -- Electronic publishing in medicine -- Medical education -- Telemedicine -- Information policies and ethical issues -- Internet security -- Access to health and medical information -- Clinical applications on the World Wide Web.***

650 12 Medical Informatics Applications \$v congresses - CD-ROM.

650 12 Computer Communication Networks \$v congresses - CD-ROM.

650 12 Online Systems \$v congresses - CD-ROM.

650 12 Information Systems \$v congresses - CD-ROM.

650 22 ***Telemedicine \$v congresses - CD-ROM.***

650 22 ***Databases \$v congresses - CD-ROM.***

700 1 Arvanitis, Theodoros N.

710 2 ***Excerpta Medica (Firm)***

710 2 ***Elsevier Science (Firm)***

830 0 International congress series ; \$v no. 1138.

856 42 \$u <http://www.mednet.org.uk/mednet/mednet96.htm> \$z Connect to MEDNET 96 home page

## CORE

006 m\_\_\_\_\_d\_\_\_\_\_

## RLIN:

007 MDF (COM:c)  
SMD:o CLO:c DME:g SN:\_ IBT:??? :FFM:? QAT:? ASO:? LCM:? RQ:?

## OCLC:

007 c \$b o \$d c \$e g  
020 0444827862  
042 pcc  
111 2 MEDNET 96 \$d (1996 : \$c Brighton, England)  
245 14 The Internet in medicine \$h [computer file] / \$c edited by Theodorus [sic] N. Arvan[i]tis.  
260 Amsterdam ; \$a New York : \$b Excerpta Medica : \$b Elsevier Science, \$c c1997.  
300 1 computer optical disc : \$b col. ; \$c 4 3/4 in. + \$e 1 booklet (16 p. ; 12 cm.).  
490 1 Excerpta Medica international congress series ; \$v 1138  
538 System requirements: IBM-compatible PC 386-33 or better; Windows 3.1, 3.11, or Windows 95; 4 MB RAM; 3 MB free hard disk space; 256 color VGA adapter; double speed CD-ROM drive; mouse; HTML browser.  
500 Title from title screen.  
650 12 Medical Informatics Applications \$v congresses - CD-ROM.  
650 12 Computer Communication Networks \$v congresses - CD-ROM.  
650 12 Online Systems \$v congresses - CD-ROM.  
650 12 Information Systems \$v congresses - CD-ROM.  
700 1 Arvanitis, Theodoros N.  
830 0 International congress series ; \$v no. 1138.  
856 42 \$u <http://www.mednet.org.uk/mednet/mednet96.htm> \$z Connect to MEDNET 96 home page

*What makes this record a Core record?*

- *Classification is not required for this format.*
- *Alternate title fields are not included.*
- *256, 516 and 530 are not required.*
- *There is no 504 (the 008 would still include the code for a bibliography and index).*
- *The contents note is not required in this case.*

*A BIBCO library that classified using Library of Congress classification and that used LC Subject Headings, could add both the classification number and the LC subject headings as an enrichment to this Core record without having to otherwise upgrade it to Full.*

## Computer Files Format

## FULL

006 m \_ \_ \_ \_ \_ d \_ i \_ \_ \_ \_ \_

## RLIN:

007 MDF (COM:c)  
SMD:r CLO:m DME:n SN:\_ IBT:??? :FFM:? QAT:? ASO:? LCM:? RQ:?

## OCLC:

007 c \$b r \$d m \$e n

041 0 *engfrespa*  
042 pcc  
050 4 *TX353 \$b .F66 1996*  
245 00 Food for all \$h [computer file].  
246 15 *Nourriture pour tous*  
246 15 *Alimentos para todos*  
256 *Computer data.*  
260 Rome, Italy : \$b FAO, \$c 1996.  
516 *Text (HTML and PDF formats)*  
538 *System requirements: Adobe Acrobat Reader.*  
538 Mode of access: World Wide Web.  
546 *English, French, and Spanish.*  
500 Title from Web page (viewed on Oct. 12, 1998).  
500 *Published on the occasion of the World Food Summit, 13-17 November 1996 and sponsored by the European Commission.*  
505 0 *What is food security? -- How many people, how much food? -- Access to food : escaping the poverty trap -- The resources for food production - - Making better use of what we have -- Basis for a new agricultural revolution -- People in food production -- Ensuring the stability of food supplies -- Changing world trade -- Investing in agriculture and food production -- Defeating hunger : a new commitment, an attainable goal -- Food, a human right : introduction / by Jacques Diouf.*  
650 0 Food supply.  
650 0 Food relief.  
650 0 Agricultural productivity.  
710 2 Food and Agriculture Organization of the United Nations.  
711 2 World Food Summit \$d (1996 : \$c Rome, Italy)  
710 2 European Commission.  
856 40 \$u <http://www.fao.org/wfs/wfsbook/E/FFA01-e.htm>  
856 40 *\$3 French version \$u <http://www.fao.org/wfs/wfsbook/F/FFA01-f.htm>*  
856 40 *\$3 Spanish version \$u <http://www.fao.org/wfs/wfsbook/S/FFA01-s.htm>*

**CORE**

006 m \_ \_ \_ \_ \_ d \_ i \_ \_ \_ \_ \_

**RLIN:**

007 MDF (COM:c)  
SMD:r CLO:m DME:n SN:\_ IBT:??? :FFM:? QAT:? ASO:? LCM:? RQ:?

**OCLC:**

007 c \$b r \$d m \$e n

042 pcc  
245 00 Food for all \$h [computer file].  
260 Rome, Italy : \$b FAO, \$c 1996.  
538 Mode of access: World Wide Web.  
500 Title from Web page (viewed on Oct. 12, 1998).  
650 0 Food supply.  
650 0 Food relief.  
650 0 Agricultural productivity.  
710 2 Food and Agriculture Organization of the United Nations.  
711 2 World Food Summit \$d (1996 : \$c Rome, Italy)  
710 2 European Commission.  
856 40 \$u <http://www.fao.org/wfs/wfsbook/E/FFA01-e.htm>

***What makes this record a Core record?***

- *041 and 546 are not required.*
- *Classification is not required for this format.*
- *Alternate title fields are not included.*
- *256, 516, and 538 are not included.*
- *Contents note is not required in this case.*
- *Alternate URLs for different language versions of the Web site are not required.*



## Computer Files Format

## FULL

006 m\_\_\_\_\_d\_\_\_\_\_

## RLIN:

007 MDF (COM:c)  
SMD:r CLO:m DME:n SN:\_ IBT:??? :FFM:? QAT:? ASO:? LCM:? RQ:?

## OCLC:

007 c \$b r \$d m \$e n

042 pcc

**050 4** *QL598.5 \$b .W67*

245 00 World checklist of extant Mecoptera species \$h [computer file].

**256** *Computer data.*

260 [San Francisco : \$b California Academy of Sciences, \$c 1997?-

538 Mode of access: World Wide Web.

500 Title from Web page (viewed on Feb. 22, 1999).

**500** *"Content for these pages were provided by: Dr. Norman D. Penny.*

*Images and slides were produced by: Dr. Edward S. Ross, Dr. D.D.*

*Wilder, W. Bicha. Web pages were developed by: Dr. Norman D. Penny,*

*Ms. Julieta F. Parinas"--Copyrights and acknowledgments page.*

**504** *Includes bibliographical references.*

650 0 Mecoptera \$v Classification.

650 0 Mecoptera \$v Nomenclature.

700 1 Penny, Norman D.

**700 1** *Parinas, Julieta F.*

**710 2** *California Academy of Sciences.*

856 40 \$u <http://www.calacademy.org/research/entomology/mecoptera/>

**CORE**

006 m\_\_\_\_\_d\_\_\_\_\_

**RLIN:**

007 MDF (COM:c)  
SMD:r CLO:m DME:n SN:\_ IBT:??? :FFM:? QAT:? ASO:? LCM:? RQ:?

**OCLC:**

007 c \$b r \$d m \$e n

042 pcc  
245 00 World checklist of extant Mecoptera species \$h [computer file].  
260 [San Francisco : \$b California Academy of Sciences, \$c 1997?-  
538 Mode of access: World Wide Web.  
500 Title from Web page (viewed on Feb. 22, 1999).  
650 0 Mecoptera \$v Classification.  
650 0 Mecoptera \$v Nomenclature.  
700 1 Penny, Norman D.  
856 40 \$u <http://www.calacademy.org/research/entomology/mecoptera/>

***What makes this record a Core record?***

- *Classification number is not required.*
- *256 is not required.*
- *A 500 note detailing the various contributions to the content is not included.*
- *Several added entries were not considered essential by the cataloger.*